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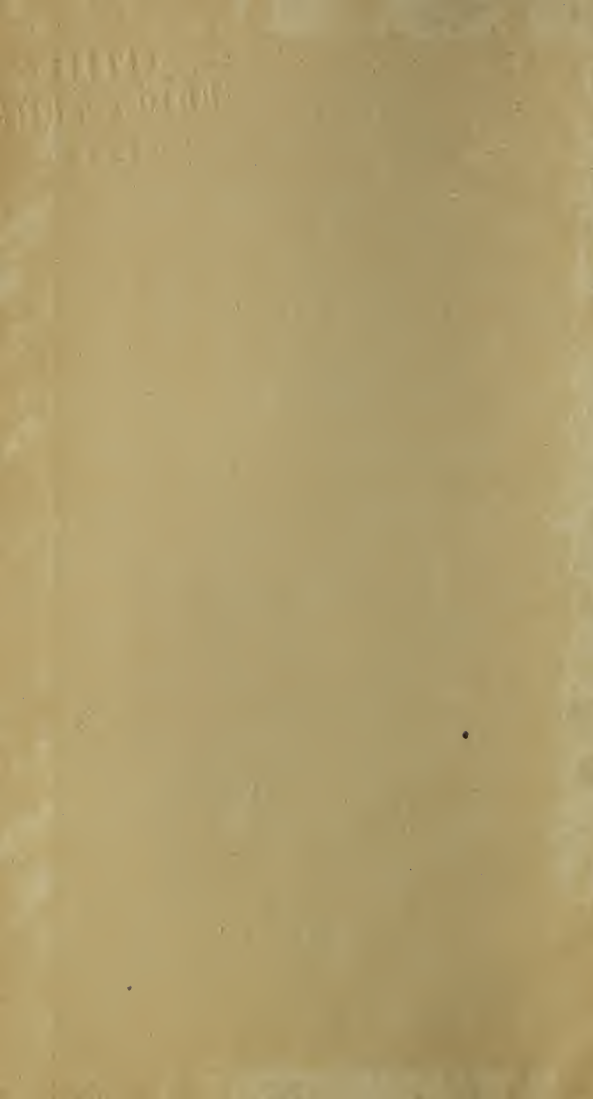
COUNTY BOROUGH OF BLACKPOOL.

HANDBOOK
OF THE
EDUCATION
COMMITTEE.

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COUNTY BOROUGH OF BLACKPOOL.

HANDBOOK

OF THE

Education Committee


Dr. A. E. IKIN,

Director of Education.

JULY 1920.

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MAR 29 1921


Blackpool :

PRINTED AT THE "GAZETTE & HERALD" OFFICE, BIRLEY STREET.

CALENDAR FOR 1920.

JANUARY.			FEBRUARY.			JULY.			AUGUST.		
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INTRODUCTORY NOTE.

During the last two years the following changes (among others) have been made.

1. The constitution of the Education Committee itself has been changed, the Committee being enlarged and an increase made in the number of Co-opted Members and of the bodies represented on the Committee.
2. The work of the various Sub-Committees has been rearranged and more clearly defined.
3. New Bye-laws have been drafted for School Attendance and for Employment of Children, and for Street Trading.
4. Fresh Regulations have been made for School Terms and the Promotion of Children in the Elementary Schools.
5. Extensions of the work of Medical Inspection and Treatment have been made and increased opportunities for Physical Training (including Swimming) have been provided.
6. Examination Boards have been appointed, and new Regulations have been made to secure that **every child** has an opportunity between 11 and 12 years of age to prove his or her fitness for Further Education in a Secondary or a Central School.
7. The Palatine School has been reorganised as a Central School for Boys and Girls.
8. At the Secondary School, Advanced Courses of Instruction in Modern Studies and in Mathematics and Science have been recognised by the Board of Education.
9. The arrangements for aiding efficient pupils to avail themselves of the opportunities provided for Further Education have been revised and a considerable increase made in the number and variety of the Scholarships offered by the Committee.
10. New rates of remuneration have been fixed for teachers and for other employees of the Committee.

These changes have necessitated the Handbook being recast and rewritten, and in its present form it is hoped that it will be useful to the Members of the Local Education Authority and to the Managers and Teachers of Schools, as showing the Regulations and Procedure of the Committee at the present time.

JOHN COLLINS, J.P.,
Chairman of the Education Committee.

A. E. IKIN, LL.D. (Lond.), B.Sc., Hon^d
(Lond.)

Director of Education.

July, 1920.

HANDBOOK OF EDUCATION COMMITTEE.

PART I.

GENERAL ADMINISTRATION.

CHAPTER I.

CENTRAL EDUCATION AUTHORITY.

1. The educational system of England allows a large amount of local effort and initiative, but this is developed under the guidance and control of a Central Authority.

The Central Authority is the Board of Education; the Local Authority for Blackpool is the Borough Council, acting through a statutorily appointed Education Committee.

2. The Board of Education was created by the Board of Education Act, 1899, and took over the duties of the Education Department at Whitehall and the Science and Art Department at South Kensington, which were departments of His Majesty's Privy Council.

The Board consists of :—

The Right Hon. H. A. L. Fisher, LL.D., M.P., President ;

The Lord President of the Privy Council ;

The Principal Secretaries of State ;

The First Lord of the Treasury and the Chancellor of the Exchequer.

The Permanent Secretary to the Board is Sir L. Amherst Selby-Bigge, K.C.B.

3. On account of the varied scope of the work of the Board of Education, this is sub-divided. There are five chief divisions :

The Elementary Schools Branch,

The Continuation Schools Branch,

The Secondary Schools Branch,

The Technological Branch, and

The Universities Branch (which also deals with the Training of Teachers.)

In addition there are special departments, e.g.,

The Medical Department,

The Architects' Department,

The Pensions Branch,

The Legal Department, and

The Office of Special Enquiries and Reports.

4. General considerations of Educational Policy and financial matters are dealt with by the administrative staff at the Offices of the Board of Education, and Regulations are issued for the general guidance of Local

**Regulations of
the Board.**

Education Authorities, e.g., Code of Regulations for Public Elementary Schools ; Secondary School Regulations ; Building Regulations ; Regulations for the Training of Teachers ; Grant Regulations, etc.

5. Details of the work of Local Education Authorities are dealt with by Inspectors or other Officers of the Board who visit Schools and other Educational Institutions to consult with and advise the Authority and the Heads of the Schools on various points.

In addition, the reports to the Board of these Officers enable the Board to co-operate more closely with the Local Education Authority in carrying out their respective duties under the various Education Acts.

6. The Board of Education Inspectors who visit the Blackpool Schools are :—

ELEMENTARY SCHOOLS :—

J. R. F. ROBINSON, Esq., H.M.I. ;

Assisted by R. E. THOMAS, Esq.

The Inspectress for Domestic Subjects is Miss M. NICHOLSON, H.M.I.

The Divisional Inspector for Elementary Schools in the area which includes Blackpool is H. J. DEAN, Esq., H.M.I.

SECONDARY SCHOOLS :—

A. J. SMITH, Esq., H.M.I.

The Divisional Inspector for Secondary Schools for the area including Blackpool is D. A. MACNAUGHTON, Esq., H.M.I.

TECHNOLOGICAL BRANCH (including Evening Schools) :

F. F. POTTER, Esq., H.M.I.

The Divisional Inspector for Technical and Continuation School Work is Dr. SPENCER, H.M.I.

7. The Medical Inspection work of the Local Education Authority is at present under the supervision of the Medical Department of the Board of Education, although under the Ministry of Health Act, 1919, this branch of the Committee's activities is to be transferred to the Ministry of Health, but, pending transfer arrangements, the Board of Education are continuing this work.

The Local Government Board formerly supervised the financial aspect of the work of the Local Education Authority, but this has devolved on the Ministry of Health. The sanction of the Ministry is required to the raising of any loan for educational purposes, and in addition their auditors examine annually all books and papers in connection with the Education Authority's receipts and payments. The strictest supervision possible is kept over the financial aspect of the work of the Authority to see that all receipts are duly credited, and that no expenditure, whether out of local rates or Exchequer grants, is made which is not authorised by Act of Parliament or Departmental Regulations.

CHAPTER II.

LOCAL EDUCATION AUTHORITY.

8. Section 17 of the Education Act, 1902, states:—

Statutory Authority of Education Committee. (1) Any Council having powers under this Act shall establish an Education Committee or Education Committees constituted in accordance with a scheme made by the Council and approved by the Board of Education.

(2) All matters relating to the exercise by the Council of their powers under this Act, except the power of raising a rate or borrowing money, shall stand referred to the Education Committee, and the Council, before exercising any such powers, shall, unless, in their opinion the matter is urgent, receive and consider the report of the Education Committee, with respect to the matter in question. The Council may also delegate to the Education Committee, with or without any restrictions or conditions as they think fit, any of their powers under this Act, except the power of raising a rate or borrowing money.

(3) Every such scheme shall provide—

- (A) For the appointment by the Council of at least a majority of the Committee, and the persons so appointed shall be persons who are members of the Council, unless, in the case of a County, the Council shall otherwise determine;
- (B) For the appointment by the Council, on the nomination or recommendation, where it appears desirable, of other bodies (including associations of voluntary schools), of persons of experience in education, and of persons acquainted with the needs of the various kinds of schools in the area for which the Council acts;
- (C) For the inclusion of women as well as men among the members of the Committee.

9. The Blackpool Education Committee is appointed by the Borough Council in accordance with the following amended scheme which was approved by the Board of Education on the 27th June, 1919.

Amended Scheme made by the Council of the County Borough of Blackpool, pursuant to Sections 17 and 21 of the Education Act, 1902.

1. An Education Committee shall be established by the Council in accordance with this Scheme.

2. The Committee shall consist of 33 persons, of whom 19 shall be members of the Council, such members of the Council to include the Mayor and the Chairman of the Finance Committee of the Council for the time being.

3. Nine members of the Committee shall be appointed by the Council, who shall be persons of experience in education or persons acquainted with the needs of the various kinds of schools in the County Borough, and shall be so appointed after consideration by the Council of recommendations by the following bodies, and to the number set opposite to their respective names :—

NAME OF BODY.	Numbe
(A) An Association representing teachers in Elementary Schools within the County Borough of Blackpool, recognised by the Council for the purpose.	1 man 1 woman
(B) The Blackpool and District Branch of the Private Schools Association (Incorporated)	1
(C) An Association of the Church of England Elementary Schools within the County Borough of Blackpool recognised by the Council for the purpose.	1
(D) The Blackpool Free Church Council.	1
(E) An Association of Roman Catholic Elementary Schools within the County Borough of Blackpool, recognised by the Council for the purpose.	1
(F) Blackpool Chamber of Trade.	1
(G) Blackpool Trades and Labour Council.	1
(H) Blackpool Literary and Scientific Society.	1

All recommendations under this Scheme shall be submitted to the Council, who may reject any recommendation and require another to be submitted to them. In case any of the bodies hereinbefore named cease to exist, the Council shall substitute such other body as in their opinion is of the same character or represents the same interests as the body which has ceased to exist.

4. The remaining members of the Committee shall be appointed by the Council, and shall be persons known to be generally interested in education, and two of the five persons so appointed shall be women.

5. After the approval of this Scheme by the Board of Education, the Town Clerk shall forthwith forward a copy thereof to the several persons acting as the Secretaries or other authorised officers of the bodies mentioned in paragraph 3.

6. Whenever a recommendation for appointment of a person as a member of the Committee has been made, the person acting for the time being as the Secretary or other authorised officer of the body so recommending shall, by writing under his hand, certify such recommendation to the Council, and shall forthwith transmit the certificate to the Town Clerk. In the event of any of the said bodies failing to make and certify in manner aforesaid any recommendation within ten days after notice in writing (to the person acting as their Secretary or other authorised officer) so to do from the Council under the hand of the Town Clerk, the Council shall forthwith appoint such person to fill the vacancy as the Council shall think fit.

7. The members of the Committee shall continue in office so long only as the Council shall determine, providing that no person appointed under Clause 3 shall continue in office as a representative for a period exceeding three years, without a fresh nomination from the Society or body he represents.

8. A member of the Committee may resign on giving to the Town Clerk notice in writing of his intention so to do, and a casual vacancy on the Committee shall thereupon occur.

9. Any member of the Committee, who being a member of the Council ceases to be a member of the Council, or who becomes disqualified to act, or who communicates to the Town Clerk his desire to resign, shall thereupon cease to be a member of the Committee, and a casual vacancy on the Committee shall thereupon occur.

10. If a member of the Committee absents himself during six successive calendar months from all meetings of the Committee, except from temporary illness or other cause to be approved by the Committee, such person shall cease to be a member of the Committee, and a casual vacancy on the Committee shall thereupon occur.

11. Members appointed to fill casual vacancies shall be appointed only for the remainder of the term of office of the outgoing member, and subject to the same provisions as regulated the appointment of that member.

12. This scheme shall come into operation on the date of the expiration of one calendar month after the approval thereof by the Board of Education; and thereupon the existing scheme of the Council for the constitution of an Education Committee shall cease to have effect. Provided that members of the Committee under this scheme may be appointed at any time prior to the aforesaid date, with the approval of the Board of Education.

10. The Borough Council entrusted powers and duties to the Education Committee as follows by resolutions dated 5th May, 1903, and 6th August, 1919.

Powers & Duties of Education Committee.

The Committee shall be called the "Blackpool Education Committee."

The Council hereby delegate to the Committee, but subject to and with the restrictions and conditions appearing in this resolution, all the powers of the Council under the Education Act, 1902, except the power of raising a rate or borrowing money.

The acts and proceedings of the Committee shall be submitted to the Council for their approval as in the case of a Committee appointed under Section 22 (2) of the Municipal Corporations Act, 1882, except as regards the appointment or dismissal of teachers other than Head Teachers.

Every question at meetings of the Committee and of any Sub-Committee thereof shall be decided by a majority of votes of the members present and voting on that question.

The Committee at their first meeting shall appoint a member as Chairman, and shall also appoint a Vice-Chairman.

The Chairman of the Committee shall be a member of the Council.

The quorum of the Committee shall be seven.

The Committee shall each year, or oftener if required by the Council or by the Finance Committee of the Council, furnish to the Council or to such Finance Committee a full detailed estimate of expenditure, receipts and liabilities on capital and revenue accounts, and of probable loan requirements during the ensuing financial year, or for such other period as the Council or such Finance Committee may require, and the estimate shall be in such form and shall contain such information as the Council or such Finance Committee shall from time to time require.

Except as otherwise expressly provided in this resolution, all Standing Orders of the Council with respect to the other Committees of the Council shall apply to the Committee.

11. The Education Committee has three chief Sub-Committees, which report to the Education Committee.

1. The Elementary Education Sub-Committee.
2. The Higher Education Sub-Committee.
3. The Finance and General Purposes Sub-Committee.

12. The Sub-Committees appoint Special Sub-Committees to consider the details of various parts of their duties and to report to the appointing Sub-Committee.

**Special
Committees.**

13. The Elementary Education Sub-Committee (formerly **Elementary Education Sub-Committee** : **Powers and Duties.** called the School Management Sub-Committee) consists of all the members of the Education Committee. Five members form a quorum.

The powers and duties of this Sub-Committee are to deal with all matters connected with supplying or aiding the supply of Elementary Education, including the following :—

1. To enquire into the needs of the Borough as regards Elementary Education.

2. To make recommendations for the provision of new Elementary Schools, whether Nursery, Infant, Junior, Senior, or Central Schools.

3. To deal with the furnishing, equipment, organisation and staffing of all new schools and institutions for Elementary Education.

4. To have the management and control of all Schools for Elementary Education provided by the Education Committee.

5. To consider the Reports and Minutes of the Managers of all Elementary Schools, whether the Schools are provided by the Education Committee or aided but not provided by the Education Committee.

6. To consider the requirements of each School as regards the necessary staff for each department, and to approve all recommendations from Managers for appointments or transfers of members of the teaching staff of Elementary Schools, within the powers of the Local Education Authority.

7. To recommend for appointment all Special Subjects Organisers or teachers for Elementary Schools.

8. To supervise and deal with all business relating to the management and discipline of the Schools and staff, except as regards matters affecting religious instruction in Non-Provided Schools.

9. To consider all complaints made by or against teachers in Elementary Schools.

10. To make recommendations from time to time as to the scales of salary by which teachers in Elementary Schools are to be paid, also at the annual revision of the salaries of such teachers to consider the reports from the Managers of Schools as to the efficiency or otherwise of the work of the individual teachers, and to make recommendations accordingly.

11. To arrange for periodical visitation of all Elementary Schools and the checking of school registers and other official records.

12. To consider reports from the Board of Education with reference to the management of Elementary Schools.

13. To obtain, consider, and recommend for acceptance tenders for the supply of school furniture and apparatus, with books, stationery and other school materials for use in Elementary Schools.

14. To recommend for appointment caretakers of schools, and the wages to be paid to them; also to make arrangements for the provision of fuel, cleaning materials, and other school necessities in Elementary Schools.

15. To consider the report of the School Attendance Special Committee, the Physical Exercises Special Committee, or any other Special Committees which may be appointed by the Elementary Education Sub-Committee.

16. To examine and pass accounts for Elementary Education, and to pass the same on to the Education Finance and General Purposes Sub-Committee.

17. To report to the Education Committee on all business transacted by the Sub-Committee, and submit the same for approval.

14. The Higher Education Sub-Committee consists of **Higher Education** all members of the Education Committee. **Sub-Committee** : Five members form a quorum.
Powers & Duties.

The powers and duties of this Sub-Committee are to deal with the supply of Education other than Elementary Education, including the following duties :—

1. To enquire into the needs of the Borough as regards Education other than Elementary.

2. To make recommendations for the provision of new Secondary Schools, Technical Institutions, Continuation Schools, or other buildings for Further Education which may be required.

3. To deal with the furnishing, equipment, organisation and staffing of all new Institutions for Education other than Elementary.

4. To have the management and control of all institutions for Further Education provided by the Education Committee.

5. To consider the reports of all Special Committees or Bodies of Governors appointed to deal with Secondary Schools, Continuation Schools (Day or Evening), Technical and other Institutions for Further Education, and of the Special Committee appointed to deal with the work of the Juvenile Employment Bureau.

6. To organise and supervise the supply and training of teachers, bursars, and student teachers.

7. To prepare and administer schemes for aiding children and young persons to obtain any form of Education other than Elementary which they are capable of profiting by. Such schemes may deal with the award of scholarships, bursaries, personal allowances, or any other form of aid to pupils or students.

8. To examine and pass accounts for Education other than Elementary, and to pass the same to the Education Finance and General Purposes Sub-Committee.

9. To report to the Education Committee on all business transacted by the Sub-Committee, and submit the same for approval.

15. The Finance and General Purposes Sub-Committee consists of all members of the Education. Finance and General Purposes Committee. Five members form a quorum. Sub-Committee : The powers and duties of this Sub-Committee Powers & Duties. are :—

1. To examine, pass, and recommend for payment all accounts.

2. To prepare estimates of income and expenditure for both capital and revenue accounts ; also to estimate the probable loan requirements from time to time.

3. To have the direction of the keeping of all accounts and generally the control of all financial matters.

4. To transact all business not within the province of any other Sub-Committee, and to consider any business that may be referred to them from time to time by any Sub-Committee.

5. To transact all business which may arise from time to time, and which on account of its urgency cannot be conveniently postponed until the next following meeting of the appropriate Sub-Committee or of the Education Committee.

6. To report to the Education Committee on all business transacted by the Sub-Committee, and to submit the same for approval.

16. The Sites and Buildings Special Sub-Committee is appointed by the Finance and General Purposes Special Sub-Committee. Three members form a quorum. The powers and duties of this and Duties. Special Sub-Committee are :—

1. To negotiate for the purchase of sites for new buildings for the purposes of both Elementary and Higher Education, and for the extension or alteration of present buildings.

2. To direct the preparation of plans and obtaining of tenders in connection with any proposed new buildings or in connection with alterations or enlargements or improvements to existing buildings.

3. To supervise all schools or other buildings of the Education Committee when in course of erection or alteration, and to report from time to time as to the progress thereof.

4. To arrange for and accept transfers of Elementary Schools and Elementary School premises.

5. To be responsible for the maintenance of all schools or other buildings belonging to the Education Committee.

6. To visit the schools and other buildings from time to time, with reference to the condition of the buildings and premises.

7. To deal with repairs to schools and other buildings belonging to the Committee, and to report as to the condition of Elementary Schools not provided by the Education Committee which may not be kept in good repair.

8. To arrange and carry out the summer cleaning of all schools and buildings belonging to the Education Committee.

9. To recommend the appointment of officials and others engaged in connection with the erection, repair, improvement or maintenance of schools and other buildings belonging to the Education Committee: to prescribe, superintend and regulate their duties, and to make recommendations as to their salaries or wages.

10. To examine and pass accounts in connection with the carrying out of the duties of the Sites and Buildings Special Sub-Committee, and to pass the same on to the Education Finance and General Purposes Sub-Committee.

11. To report to the Finance and General Purposes Sub-Committee on all business transacted by the Sub-Committee and to submit the same for approval.

17. The School Attendance Special Sub-Committee is appointed by the Elementary Education Sub-Committee. Three members form a quorum. **School Attendance Special Sub-Committee:** The powers and duties of this Special Sub-Committee are :—

1. To administer the Acts of Parliament and Bye laws relating to School Attendance and to institute proceedings before the magistrates when necessary in connection therewith.

2. To determine all cases of reasonable excuse for non-attendance at school with all matters arising thereon

3. To deal with all cases of children committed to Industrial Schools.

4. To arrange for the attendance at suitable schools or institutions of defective children, both blind, deaf, or otherwise physically defective children, and mentally defective children.

5. To administer the Acts of Parliament and Bye-laws relating to the employment of children not over 14 years of age, and to deal with all matters arising thereon, and to institute proceedings before the magistrates where necessary.

6. To carry out the duties imposed upon the Education Committee by the Education (Administrative Provisions) Act, 1907, Section 13, and the Education Act, 1918, with regard to medical inspection and treatment of children in attendance at Elementary Schools, public or private.

7. To recommend the appointment of officials and others engaged in executing the powers and carrying out the duties of the Sub-Committee. To prescribe, superintend, and regulate their duties, and to make recommendations as to their salaries or wages.

8. To report to the Elementary Education Sub-Committee on all business transacted by the Special Sub-Committee and submit same for approval.

18. The Juvenile Employment Special Sub-Committee is appointed by the Higher Education Sub-Committee. Three members form a quorum.
Juvenile Employment Special Sub-Committee: The powers and duties of this Special Sub-Committee are :—

1. To carry out the duties of the Education Committee under the Education (Choice of Employment) Act, 1910, for giving assistance to young persons under the age of 18 years with respect to the choice of suitable employment.

2. To make arrangements for granting licences for street trading under the Employment of Children Act, 1903, as amended by the Education Act, 1918, and in accordance with the Bye-laws of the Education Committee therefor.

3. To arrange for suitable information and advice with regard to the choice of employment to be given to boys and girls directly or through their parents, both before and after they leave school.

4. To co-operate with the Local Exchange officers in registering applications for boys and girls for employment, and in selecting applicants for suitable vacancies.

5. To advise children on leaving school to continue their education, and as far as possible to keep in touch (by After-Care Committees or otherwise) with children for whom employment has been found.

6. To report to the Higher Education Sub-Committee on all business transacted by the Special Sub-Committee, and submit the same for approval.

19. The Continuation Schools Special Sub-Committee was formerly called the Evening Schools Committee. It is appointed by the Higher Education Sub-Committee. Three members form a quorum. The powers and duties of this Special Sub-Committee are:—

1. To deal with matters connected with the supplying or aiding the supply of Education for children and young persons who have left school, but who are desirous of continuing their education.

2. To recommend what schools and classes shall be provided for Day or Evening Continuation Schools, and annually to prepare a prospectus to show the arrangements proposed.

3. To consider the requirements of each school or class as regards the necessary staff, apparatus and equipment, and to make recommendations thereon.

4. To arrange for periodical visitation of the Continuation Schools or Classes, and for the checking of registers.

5. To report to the Higher Education Sub-Committee on all business transacted by the Special Sub-Committee, and submit the same for approval.

CHAPTER III.

FINANCIAL MATTERS.

ELEMENTARY EDUCATION.

20. It is the duty of the Local Education Authority to provide for the progressive development and comprehensive organisation of Education within the Borough. Part of the cost is met by Grants made by the Board of Education and the balance of the cost is met from the Rates.

Substantive Grant. The new substantive grant from the Board of Education in respect to the services of Elementary Education is based upon the average attendance of the schools, the expenditure of the year and the produce of the 1d. rate, calculated as follows :—Find the total amount due under (A), (B), (C) and (D) below ; take from this the amount of a 7d. rate, and the remainder is the amount of the substantive grant.

- (A) 36/- per head for number of children in average attendance at Elementary Schools (excluding special schools for blind, deaf, defective and epileptic children) ;
- (B) Three-fifths of the amount paid for salaries of teachers in Elementary Schools.
- (C) One-half the net expenditure on special service (i.e., medical inspection and treatment, organisation and supervision of physical training) ;
- (D) One-fifth of the remaining net expenditure on Elementary Education.

The substantive grant is conditional upon the Board being satisfied that the Local Education Authority has performed its duties under the Education Acts, that it has complied with the Regulations of the Board of Education for Elementary Schools, Special Schools, and other special services, and has supplied punctually such information and returns as the Board require.

The grant is paid by monthly instalments, with a final adjustment after the audited accounts for the year have been examined.

22. If the substantive grant calculated as above amounts to less than one half of the Committee's net approved expenditure, the Board of Education will increase the Substantive Grant to an amount equal to one-half the net approved expenditure.

23. The Substantive Grant calculated as above shall not exceed the greater of the two following **Maximum Grant.** amounts :—

(A) Two-thirds of the net approved expenditure ;

or

(B) The excess of the net approved expenditure over the produce of a shilling rate.

24. The Local Education Authority must maintain and keep efficient all Public Elementary Schools within their area which are necessary, and have the control of all expenditure required for that purpose other than expenditure for which provision is to be made by the Managers of Non-Provided Schools. (Particulars of the payments to be made by Managers of Non-Provided Schools in connection with their School Buildings are given in Chapter V.)

25. The cost of Fuel, Light, Water, and Cleaning Materials in Non-Provided Schools is apportioned between the Committee and the Managers as follows :—Six-sevenths is paid by the Committee and one-seventh by the Managers in the case of Christ Church C. of E., Baines' Endowed, St. John's C. of E., St. Kentigern's R.C., St. Cuthbert's R.C., Talbot Road R.C., and All Saints' C. of E. Schools.

Thirteen-fourteenths is paid by the Committee and one-fourteenth by the Managers in the case of Great Marton Infants' and Bispham Endowed Schools.

HIGHER EDUCATION.

26. There is no single grant paid by the Board of Education in aid of the cost of providing Higher Education, corresponding to the Substantive Grant for Elementary Education, but separate grants are paid for various forms of Higher Education.

27. Grants are paid for children attending Secondary Schools at the following rates :—No grant for children below 10 years of age ; £2 per head for children between 10 and 12 years of age ; £7 per head for children between 12 and 18 or 19 years of age.

The number for whom grant is paid is calculated by finding the average number on the books on 1st October, 1st February, and 1st June, but a deduction is made from this number of the number of pupils whose attendance has not been reasonably satisfactory. In addition an annual grant is made to aid in the provision of " Advanced Courses." Such grants will not exceed £400 per annum for each approved course.

28. A grant is made towards the cost of providing Continuation Classes in the Technical and other Evening Schools. This is calculated at present on the total number of hours of instruction given in the classes, and is based upon the rate of grant per hour paid in 1913-14.

Grants for Evening Classes.

29. A special grant is made under certain conditions equal to one-half the cost of the maintenance grants paid to bursars who are in attendance at the Secondary School, and who afterwards serve as student teachers for a year or enter a training college for teachers.

Training of Teachers.

30. The Board of Education pay a special grant in aid of maintenance grants to pupils attending a place of Higher Education who otherwise might not be able to continue their education. This may be equal to half the cost of approved grants.

Maintenance Grants for Scholars and Students.

31. The Board of Education pay a grant equivalent to half the net cost of work done by the Committee under the Education (Choice of Juvenile Employment Bureau Employment) Act, 1910.

Juvenile Employment Bureau

32. Under the Local Taxation (Customs and Excise) Act, 1890, certain grants were made to Local Authorities which might be employed for the purpose of Technical Education. The amounts payable to each County or County Borough Council depended upon the Customs and Excise receipts from their area, and on this account the Grant for Technical Education was commonly called the "Whisky Money." In the place of this variable grant a grant is now made of a fixed amount (£1,589 per annum for Blackpool), which is available for Higher Education purposes generally.

Customs and Excise Grants.

33. If the total amount of the various grants for Higher Education do not amount to one-half of the net approved expenditure, a grant will be paid to the Committee equal to the amount by which the sum of these grants falls short of one-half.

Deficiency Grant.

PART II.

ELEMENTARY EDUCATION.

CHAPTER IV.

SCHOOL MANAGERS.

34. The Local Education Authority has to maintain and keep efficient all Public Elementary Schools within their area which are necessary. The Schools are divided into two groups:—

Provided and Non-Provided Schools.

(A) Provided Schools or Council Schools, where the Local Education Authority provide the buildings.

(B) Non-Provided Schools or Voluntary Schools, where the Local Education Authority do not provide the buildings, but these are provided by some other organisation or body of persons.

35. Each Provided School has a body of Managers appointed by the Local Education Authority, consisting of such number as they may determine.

Number of Managers.

Each Non-Provided School has a body of six Managers, consisting of four representing the Foundation or body which provides the buildings, called the Foundation Managers, and two Managers appointed by the Local Education Authority.

36. The following Standing Orders as to the proceedings of Managers are prescribed by the Education Act, 1902, Schedule 1 (B):—

Statutory Standing Orders.

(1) A body of Managers may choose their chairman, except in cases where there is an ex-officio chairman, and regulate their quorum and proceedings in such manner as they think fit, subject, in the case of the Managers of a School provided by the Local Education Authority, to any directions of that authority.

Provided that the quorum shall not be less than three or one-third of the whole number of Managers, whichever is the greater.

(2) Every question at a meeting of a body of Managers shall be determined by a majority of the votes of the Managers present and voting on the question, and in case of an equal division of votes the chairman of the meeting shall have a second or casting vote.

(3) The proceedings of a body of Managers shall not be invalidated by any vacancy in their number, or by any defect in the election, appointment, or qualification of any Manager.

(4) The body of Managers of a School provided by the Local Education Authority shall deal with such matters relating to the management of the School, and subject to such conditions and restrictions as the Local Education Authority determine.

(5) A Manager of a School not provided by the Local Education Authority, appointed by that Authority, or by the minor Local Authority, shall be removable by the Authority by whom he is appointed, and any such Manager may resign his office.

(6) The body of Managers shall hold a meeting at least once in every three months.

(7) Any two Managers may convene a meeting of the body of Managers.

(8) The minutes of the proceedings of every body of Managers shall be kept in a book provided for that purpose.

(9) A minute of the proceedings of a body of Managers, signed at the same or the next ensuing meeting by a person describing himself as, or appearing to be, chairman of the meeting at which the minute is signed, shall be received in evidence without further proof.

(10) The minutes of a body of Managers shall be open to inspection by the Local Education Authority.

(11) Until the contrary is proved, a body of Managers shall be deemed to be duly constituted and to have power to deal with the matters referred to in their minutes.

Subject in the case of Non-Provided Schools to any relevant provisions there may be in the Trust Deed, the Managers may adopt any standing orders as to their proceedings which are not inconsistent with these statutory Standing Orders.

Period of Appointment. 37. School Managers shall be appointed for a definite period. Managers of Council Schools are appointed for one year only, but any Manager may be re-appointed. It is suggested that a similar practice may be adopted as regards the Managers of Voluntary Schools.

Correspondent. 38. The Director of Education acts as Correspondent for each body of Council School Managers, but each body of Voluntary School Managers shall appoint their own Correspondent. The Correspondent must not be a paid teacher in the school.

Notification of Appointment. 39. Within seven days of the appointment of Managers and their Chairman and their Correspondent respectively, their Chairman or Correspondent should give notice to the Director of Education of the names and addresses of the persons appointed Managers, Chairman and Correspondent respectively.

40. Notice should at once be given to the Director of Education of any change of Correspondent occurring during the school year. The notice should be signed by the outgoing Correspondent or the Chairman of the Managers.

Change of Correspondent.

41. All correspondence with the Board of Education will be through the Education Committee, and all Managers' Correspondence with reference to their schools should be through their Correspondent with the Director of Education.

Correspondence.

42. Managers attending a meeting of Managers should have their names recorded each time they attend.

Record of Attendance.

43. The Town Clerk, the Borough Treasurer, and the Director of Education shall have notice of and may attend any meeting of Managers.

Notice of Meeting to L.E.A.

44. Managers will be responsible for all reports as to their respective Schools which may be required by the Board of Education or by the Education Committee.

Reports Required

45. Managers of Schools should, through their Correspondent, forward to the Director of Education within three days of every meeting of Managers a copy of the minutes of such meeting.

Minutes sent to L.E.A.

46. The Managers should supervise generally the work of the School, and the more frequently they visit the Schools to discuss matters with the teachers, and the more closely they keep in touch with both teachers and scholars, the more real will be the co-operation possible for the smooth and efficient working of the Schools.

Managers to Supervise School Work.

47. While it is hoped that all Managers will visit their School from time to time during the progress of the School work, it is desirable that the duty of visiting should be regularly and systematically undertaken by means of a Rota of Visitation or otherwise.

Rota of Visitors

48. At such visits Registers should be checked and the necessary entries made; any points in connection with the organisation of the School, the general work of the School, or any other points that arise may be discussed with the Head Teacher.

Checking of Registers.

Section 31-32 of Schedule IV. of the Code of Regulations of the Board of Education states :—

31. The Managers are held responsible for the supervision and effective verification of the registration, and at the end of the school year are required to certify—

- (1) That the Registers have been accurately kept in accordance with the rules of this Schedule ; and
- (2) That the accuracy of the Registers has been tested by the Managers on several occasions and the result recorded in the log book.

32. In order to be able to give this certificate, and properly to check the registration, the Managers are expected to visit the School without notice, at least once in a quarter, at some time during the period of secular instruction required in order that an attendance may be counted for grant, so that they may see that the Registers have been properly marked and closed in accordance with the requirements of the Code and of this Schedule.

49. The Time Tables should be periodically examined with the view of ascertaining if the same are adhered to.

Time Table.

50. Managers should satisfy themselves that a separate Time Book is kept for each department of the School, in which each teacher in that department must personally enter the exact time of his or her arrival. The Head Master or Mistress will be held responsible for the regular and punctual attendance of assistant teachers. The entries of time of arrival shall be made in the Teachers' Time Book only by the individual teachers concerned.

Time Book.

51. If the Council of the Borough, or any two members thereof acting on the advice of the Medical Officer of Health, require either the closure of the School or the exclusion of certain children for a specified time, with a view to preventing the spread of disease, or on account of any danger to health likely to arise from the condition of the School, such requirement must be at once complied with, but after compliance appeal may be made through the Education Committee to the Board of Education if the requirement is considered unreasonable.

Closure for Epidemic.

52. Managers should also exercise supervision over the School Buildings so that they are kept in proper repair, scrupulously clean, and in every way adapted to securing the physical well-being of the children.

Supervision of School Buildings

53. Managers should see that due care is taken in the use and preservation of furniture, books and apparatus and to avoid waste.

Care in use of Apparatus.

54. Requisitions for books, apparatus and stationery should be approved by the Managers and forwarded by the Correspondent to the **Quarterly Requisitions.** Director of Education quarterly. These should be received at the Education Office during the first week in March, June, September and December respectively. No orders for goods must be given except by the Director of Education.

55. The Managers should state in an annual return by them to the Education Committee not later **Annual Report.** than the first week in March of each year, whether or not the conduct, character and attention to duty of all teachers engaged in the School have been satisfactory.

56. Managers may, if they deem it desirable, arrange for periodical meetings of the scholars, past and **Meetings of Parents, etc.** present, or the parents and friends of the scholars to be held after school hours, at which songs, readings or recitations by the scholars, or similar entertainments may be given; and for this purpose they shall be allowed the free use of the School Buildings. Such meetings are encouraged by the Education Committee.

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CHAPTER V.

REPAIRS TO VOLUNTARY SCHOOLS.

57. If a School is not provided by the Local Education Authority, but by some other body of Managers, such body of Managers must keep the buildings in repair, and make such alterations and improvements in the buildings as may be reasonably required by the Local Education Authority.

Managers responsible for Buildings.

Section 7 (1) (d) of the Education Act, 1902, states :—

“The Managers of the School shall provide the school-house free of charge, except for the teacher’s dwelling-house (if any) to the Local Education Authority for use as a public elementary school, and shall, out of funds provided by them, keep the school-house in good repair, and make such alterations and improvements in the buildings as may be reasonably required by the Local Education Authority; provided that such damage as the Local Authority consider to be due to fair wear and tear in the use of any room in the school-house for the purpose of a public elementary school, shall be made good by the Local Education Authority.”

Section 7 (1) (e) states :—

“The Managers of the School shall, if the Local Education Authority have no suitable accommodation in schools provided by them, allow that Authority to use any room in the school-house out of school hours, free of charge, for any educational purpose, but this obligation shall not extend to more than three days in the week.”

58. As regards the personal liability of the Managers of Non-provided Schools for the expenditure which is to be defrayed by the Managers, the Board of Education have stated :—

Individual Responsibility of Managers.

“The personal liability of the Managers to pay for any repairs of the school which they decide to make will depend in the future as it has done in the past, on the extent to which Managers, whether individually or collectively, make themselves personally liable in giving orders for repairs without having funds arising from subscriptions or other sources in their hands to meet the cost. This is a matter, now as before, entirely in the hands of each Manager and the Education Act, 1902, makes no difference in the law which governs it.”

Any Manager may guard himself at the outset by giving public notice that he does not recognise the other Managers individually or collectively, as his agents to bind him for build

ing or other charges. A statement to this effect can, if desired, be entered in the minute book, and the notice can be given to any person to whom an order is given by the Managers.

N.B.—No Manager must be employed in executing work at the school of which he is a Manager.

59. As regards ordinary wear and tear, Section 7 of the **Wear and Tear.** Education Act, 1902, states as follows:—

“The Managers of a school maintained but not provided by the Local Education Authority, in respect of the use by them of the school furniture out of school hours, and the Local Education Authority in respect of the use by them of any room in the school-house out of school hours, shall be liable to make good any damage caused to the furniture or the room, as the case may be, by reason of that use (other than damage arising from fair wear and tear), and the Managers shall take care that, after the use of a room in the school-house by them, the room is left in a proper condition for school purposes.”

60. From a consideration of the Education Act, 1902, and of numerous decisions of the Board of **Payment of Cost of Wear and Tear.** of Education and the Local Government Board, it appears that all expenses for renewals or repairs to Voluntary Schools should be borne as shown in the following paragraphs:—

(1) Enlargements of School or Out-buildings—

The whole cost of enlargements is to be defrayed by Managers. Furniture for such enlargements will, as at present advised, be provided by the Committee.

(2) Structural Repairs—

The whole cost of external repairs and painting is to be defrayed by the Managers, including the pointing of the brickwork, also repairs to and renewals of doors, walls, chimneys, roof, spouting, ventilators, gas pipes, water pipes, also the cleaning of eaves and gutters. In addition, renewals and structural repairs to windows must be paid for by the Managers, but repairs to broken glass, sash cords, and window ventilation will be paid for by the Committee.

(3) School Playgrounds—

The whole cost of repairs, renewals and improvements is to be defrayed by the Managers, including work in connection with gates, walls, fences or lamps.

(4) Drains—

The whole cost of renewing or improving the drainage system is to be defrayed by the Managers. The cost of repairing the drains will be shared between the Committee and the Managers. The cleaning and flushing of the drains will be paid for by the Committee.

(5) Sanitary Offices and other Outbuildings—

The whole cost of repairs, renewals, improvements and painting these (inside and out) is to be defrayed by the Managers. The cleaning of the Sanitary Offices (which may include lime-washing) is to be defrayed by the Committee, as also the cost of repairs and renewals of external taps of urinals and W.C.'s.

(6) Partitions, Galleries and Internal Structural Alterations—

The whole cost of the erection or removal of partitions and galleries and of internal structural alterations is to be defrayed by the Managers.

(7) Floors of Schoolrooms or Cloakrooms—

The cost of all additional floors is to be defrayed by the Managers, but the cost of small repairs, due to fair wear and tear, will be shared by the Committee and the Managers.

(8) Internal Repairs to Walls, Ceilings, Plaster, Woodwork—

As a general rule the cost of small repairs will be shared by the Managers and the Committee, but the cost of any considerable repairs must be defrayed entirely by the Managers.

(9) Apparatus for Heating, Lighting and Ventilation—

The whole cost of additional apparatus for heating and lighting, or ventilation, must be defrayed by the Managers, but repairs and renewals due to fair wear and tear will be shared by the Managers and the Committee.

(10) Internal Repairs—

The cost of repairs and renewals to gas pipes, burners, stoves, electric light fittings, water pipes and taps, curtains, internal floors, the cost of whitewashing and colour washing walls and ceilings with internal painting and varnishing, will be shared between the Managers and the Committee.

(11) Repairs to Apparatus and Furniture—

The cost of repairs or renewals or of additions to furniture, apparatus, blinds, fireguards, fenders, fire-irons, clocks, door-mats, pianos and harmoniums, and lavatory requisites, will be defrayed by the Committee, as also the cost of tuning pianos and of winding clocks.

Such cupboards, shelves, etc., as are fixtures must be provided and renewed by the Managers, but the cost of small repairs will be defrayed by the Committee.

61. Any repairs to buildings or any structural alterations which may be required, should be reported to the Director of Education, and the approval of the Education Committee obtained before being ordered.

Approval of Committee required.

62. Where any cost of repairs is to be shared between the Managers of Schools and the Education Committee, the proportion to be paid by each will be as follows:—The Committee pay $\frac{6}{7}$ and the Managers $\frac{1}{7}$ in the cases of Christ Church C. of E., Baines' Endowed C. of E., St. John's C. of E., St. Cuthbert's R.C., Talbot Road R.C., St. Kentigern's R.C., and All Saints C. of E. Schools. The Committee pay $\frac{13}{14}$ and the Managers $\frac{1}{14}$ in the cases of Great Marton C. of E. Infants' and Bispham Endowed Schools.

CHAPTER VI.

GRADING OF SCHOOLS AND SALARIES OF TEACHERS.

63. Public Elementary Schools and Departments are at present graded according to the number on the roll of the School or Department, and the Salary of a Headmaster or a Headmistress is fixed according to the Grade of the School. The present grading is a temporary arrangement and will be reconsidered before the 1st April, 1923.

Grade I—Average number on roll not less than 100

Grade II—Average number on roll between 101 and 200

Grade III—Average number on roll between 201 and 350

Grade IV—Average number on roll between 351 and 500

Grade V—Average number on roll over 500.

64.—Scales of Salaries for Head Masters or Head Mistresses.
 ELEMENTARY SCHOOLS.
 MAXIMUM SALARIES.

	MEN.		WOMEN.	
	From Jan., 1920 £	From Apr., 1921 £	From Apr. 1922 £	From Jan., 1920 £
Grade I	330	360	380	264
Grade II	360	390	410	288
Grade III	390	420	440	312
Grade IV	420	450	470	336
Grade V	450	480	500	360
Central Schools	500	530	550	400
				304
				328
				352
				376
				400
				440

65.—Scales of Salary for Certificated Assistant Masters and Mistresses.

(a) Two Years College Trained—

MEN.

From 1st Jan., 1920	...	£160 by £10 to £300
From 1st Apr., 1921	...	£160 by £10 to £330
From 1st Apr., 1922	...	£160 by £10 to £350

WOMEN.

From 1st Jan., 1920	...	£150 by £10 to £240
From 1st Apr., 1921	...	£150 by £10 to £264
From 1st Apr., 1922	...	£150 by £10 to £280

(b) Three Years College Trained—

Scale as in (a) above, but with a Minimum Salary of £170 for Men and £160 for Women.

(c) Four Years' College Trained—

Scale as in (a) above, but with a Minimum Salary of £180 for Men and £170 for Women.

(d) Other Certificated Assistants—

Scale as in (a) above but with a Minimum Salary of £150 for Men and £140 for Women.

Central Schools :—

Certificated Assistant Masters receive £30 per annum and Certificated Assistant Mistresses £24 per annum above that due according to their position on the above scale (a), (b), or (c) respectively.

66.—It is not proposed to employ any further Uncertificated or Supplementary Teachers, but those already in the employ of the Education Committee will be paid in accordance with the following scales :—

Uncertificated & Supplementary Teacher:.

Uncertificated Assistants :

Men.—£100, rising by £6 to £136; then by £10 to the maximum given below.

Women.—£90 rising by £6 to £126; then by £10 to the maximum given below.

Maximum Salary :

	Men.	Women.
From 1st Jan., 1920	£204	£174
From 1st April, 1921	£216	£186
From 1st April, 1922	£230	£200

If an Uncertificated Teacher becomes Certificated, in fixing the Salary after Certification, allowance will be made for Uncertificated service as follows :—

If a Teacher passes through a Training College, each year of Uncertificated service will count as a half-year of Certificated service.

If a Teacher does not pass through a Training College, each year of Uncertificated service after the first two years will count as half a year of Certificated service.

Supplementary Teachers -:

Supplementary Teachers will be paid at the following rates :

From 1st Jan, 1920, £110.

From 1st April, 1921, £120.

From 1st April, 1922, £130.

67.—An Assistant Master on his appointment to a Headship or a Headmaster on his promotion to a higher, grade shall have his existing salary increased by a promotion increment of £20 per grade followed by annual increments of £12 10s., until the maximum salary is reached.

Salary on Promotion of Masters and Mistresses.

An Assistant Mistress on her appointment to a Headmistress-ship or a Headmistress on her promotion to a higher grade, shall have her existing salary increased by a promotion increment of £15 per grade, followed by annual increments of £12 10s. until the maximum salary is reached.

68. The annual increments in the above scale are subject to the Committee and the Managers being satisfied that the School is thoroughly organised, supervised and well conducted, and that the attainments of the children reach a good standard.

Increments to Head Teachers' Salary.

69. The annual increments in the above scale are subject to the Committee and Managers being satisfied that the Teachers' duties have been efficiently performed, and that the attainments of the children in their classes reach a good standard.

Increments to Assistant Teachers' Salary.

70. The financial year of each School will date from the 1st of April of each year, and increments of salary will date from the 1st April. The salary in any financial year will depend upon the number of completed years of service preceding the 1st April of that year. In the case of College Trained Certificated Assistants, the period from leaving College in July to the 31st March following shall count as a complete year's service for this purpose, provided that such teacher was in employment for at least six months of this period.

Date of Increment.

71. The following payments for special additional qualifications are made by the Committee, provided **Extra Payments.** the Scale Maximum is not exceeded.

£10 per annum for obtaining B.A. or B.Sc., or equivalent degree of a British University.

£5 per annum for the Higher Froebel Certificate.

No teacher will receive more than £10 per annum for such Certificates.

No additional payments will be made for extra qualifications other than the above mentioned.

72. Teachers of Special Subjects will be paid at the following rates :—Domestic Subjects—The same **Scale for** scale as for Certificated Assistant Mistresses.
Teachers of Handicraft Teachers—The same scale as for
Special Subjects. Certificated Assistant Masters.

A Teacher of a Class of Mentally Defective Children will receive £10 per annum above the Salary according to Scale, provided the Scale Maximum is not exceeded.

CHAPTER VII.

APPOINTMENT OF TEACHERS.

73. The Education Committee will determine the number and educational qualifications of the teachers to be employed in each school or department.

Staff fixed by Committee.

Section 7 (5) of the Education Act, 1902, states :—

“In public elementary schools maintained but not provided by the Local Education Authority, **assistant teachers** may be appointed, if it is thought fit, without reference to religious creed and denomination.”

74. The Correspondent must at once notify the Director of Education of the resignation of a teacher or of any vacancy in the staff. If the Managers know of a suitable teacher to fill the vacancy, they should notify the Committee and supply full particulars as to character, qualifications, experience, etc., on a teacher's application form. The question of consenting to the appointment will then be considered by the Committee.

Vacancies in Staff.

75. Advertisements will be issued by the Committee from time to time as considered necessary, and applications received will be kept at the office, and will be available for consideration of Managers.

Advertising.

76. The Managers may interview a limited number of candidates for appointment and the Committee will pay third-class railway fare and reasonable out-of-pocket expenses incurred by such Candidates. The expenses of the successful candidate in connection with the interview will be paid on taking up the appointment, but should the Candidate not take up the appointment no expenses will be paid.

Expenses of Candidates.

77. Teachers in Provided Schools are appointed by Minute of the Committee. Teachers in Non-Provided Schools must enter into written agreements with the Managers of the School in which they are employed and the Education Committee. The Committee's Form of Agreement can be obtained from the Education Office. The Agreements, when signed, should be returned at once to the Committee in order that they may be endorsed on behalf of the Committee before the Agreements are stamped. All appointments are subject to the following conditions :—

Terms of Appointment.

(A) Teachers are expected to give their whole time to the service of the Committee during school hours, and so much of their time out of school hours as may be necessary for the effective conduct of their school work.

(B) The salaries of all teachers are inclusive of all duties which they may be called upon to perform in connection with the school, but no teacher shall be required to perform any duties except such as are connected with the work of a public elementary school, or to abstain, outside the school hours, from any occupations which do not interfere with the due performance of his duties as teacher of a public elementary school.

(c) At least three months' notice for Head Teachers and one month's notice for Assistant Teachers is required on either side to terminate the engagement, and the notice must terminate on the last day of a calendar month.

78. The Education Committee look with disfavour upon teachers, without the sanction of the Committee, engaging directly or indirectly in any other employment or business from which they derive emolument.

79. The Borough Treasurer is authorised to pay the **Salaries paid** teachers' salaries in cash at the various **Monthly.** Schools on the first day of each calendar month or as near thereto as practicable.

80. The Head Teacher must send in the claim for the **Date for Claims** salary of each member of his staff not later **to be sent in.** than ten days before the monthly meeting of the Education Finance and General Purposes Sub-Committee.

81. Applications for leave of absence for any day or part of a day from Head or Assistant Teachers for reasons other than illness must be made to the Director of Education, and in the case of Assistant Teachers such application must be forwarded through the Head Teacher, who shall signify his or her approval or otherwise.

In the case of Voluntary Schools the application should be approved by the Chairman or Correspondent of the Managers.

82. Head Teachers shall immediately report to the Correspondent, on forms provided for the purpose, all cases of absence from any cause whatsoever, and of return to duty, and such notifications shall be countersigned by the Correspondent and dispatched forthwith to the Director of Education.

83. When the period of absence on account of sickness exceeds five school days, a medical certificate shall be forwarded through the Correspondent to the Director of Education, and such certificate shall be renewed after each additional ten school days of absence on account of sickness so long as payment of salary continues. The Medical Certificate should state the nature of the illness and the probable duration of it. The Committee do not pay the fee (if any) charged for the certificate.

84. Where sickness is the cause of absence full salary shall be paid during the first 40 school days of sickness; half salary during the following 40 school days of sickness, and quarter pay during a further 40 school days, if the sickness shall last so long, after which payment will cease until the teacher resumes duty.

Payment during Absence.

85. In cases where a second illness arises within twelve months of the previous illness, the periods of absence may be regarded as continuous for the purpose of sick pay.

Successive Periods of Sickness.

Absences for causes other than sickness will be counted as part of the period of sick pay allowed, if the teacher is paid during such absence. If a teacher is absent without pay, such absence will not be counted in calculating the amount of sick pay due.

86. No deduction will be made from the salary of a teacher on account of absence from duty when in the opinion of the School Medical Officer such teacher has been rightly excluded from school on account of contact with infectious disease.

Exclusion on Account of Contact with Infection.

87. When absence is due to illness followed by death of a relative, the following leave with payment will be allowed:—

Absence for Funeral.

(A) In the case of a father, mother, wife, or child, one week;

(B) In the case of other near relatives, one day if residence is near at hand; two or three days if residence is at a distance.

88. All Mistresses, whether Head or Assistant, shall be required to resign their appointment in the event of marriage, within one month from such event. Married women are ineligible for appointment on the permanent staff of any school.

Mistresses to Resign on Marriage.

CHAPTER VIII.

INSTRUCTIONS AND REGULATIONS FOR TEACHERS

89. The Head Teacher is responsible for the proper and
Keeping of correct keeping of the following School
School Records. books or records :—

- (A) Attendance Register ;
- (B) Admission Register ;
- (C) Summary Register ;
- (D) Log Book ;
- (E) Punishment Register ;
- (F) Record of Progress of Scholars ;
- (G) Teachers' Time Book ;
- (H) Stock and Stores Book ;
- (I) Inventory of Permanent Plant and Apparatus ;
- (J) Sales Account.

90. Head Teachers must make themselves familiar with
the Board of Education Code of Regulations
Knowledge of for Public Elementary Schools ; the Board
Regulations of Education Suggestions for the considera-
Required. tion of Teachers ; and with the Regulations
issued by the Committee, and see that all
Regulations are strictly followed.

91. The Head Teacher is responsible for the Registers
being kept in strict accordance with Schedule
Accuracy of IV. of the Code of Regulations issued by the
Registration. Board of Education. If by any means it
should happen that the Registers have not
been checked by the Managers during a particular quarter, the
Head Teacher will be responsible if he does not draw the atten-
tion of the Director of Education to the fact at least a fortnight
before the last day of opening for the quarter.

The Board of Education stated some time ago :—

“The system of Parliamentary Grants demands that the registration of the attendance of scholars shall be absolutely accurate and trustworthy, and any failure to observe the regulations even in the smallest details must be regarded as a serious administrative offence and a serious breach of the conditions of grant, which must involve a substantial reduction in the grant conditionally payable to the Local Education Authority, as well as such other penalties as the Board are in a position to impose. The Board are, with the cognisance of the Public Accounts Committee of the House of Commons, who attach great importance to the matter, taking steps to test Registers of Public Elementary Schools systematically and extensively.”

92. The Head Teacher must allow the School Attendance Officer to examine all School Registers in order to ascertain what children are absent from School, if the Officer desires to see the registers.

93. When School Registers are sent for by the Board of Education, the Head Teacher should make at once any extracts likely to be required during the period the Registers are with the Board, and should requisition duplicate registers from the Education Office.

When the registers are returned, the attendances which have been marked in the temporary registers need not be transferred, but only the weekly totals for each scholar. The temporary registers must be kept with the permanent registers for future reference.

94. The Borough Treasurer will give all necessary instructions to secure uniformity in book-keeping, and will check periodically the Teachers' books of account, stock of furniture, school utensils, books, etc., the property of the Committee, which is under the charge of the Head Teacher.

95. All accounts for needful furniture, books and apparatus, and for work done must be certified as correct by the Head Teacher, who should also supply to workmen and certify all workmen's time sheets in connection with work done at the schools.

96. Head Teachers are held responsible for reporting immediately to the School Correspondent and the Director of Education, any case of accident in the school or in the playground.

97. Correspondence between parents and teachers must be dealt with exclusively by the Head Teachers, but all communications (except circulars, returns, and matters of pressing necessity) between the Committee and the School Staff or Caretaker must be made through the official Correspondent for the School.

98. The Head Teacher is required to report to the Managers any dereliction of duty on the part of the Teachers or Caretaker.

99. The Head Teacher is required to report to the Managers annually, in February, upon the conduct, character and efficiency of all the teachers. Such report after being considered by the Managers must be forwarded to the Director of Education and will be examined by the proper Committee when increases of salary become due.

100. The Head Teacher is requested to communicate to the Medical Officer of Health any cases (even suspicious cases) of Infectious Disease coming to his knowledge. Teachers should, as far as possible, make themselves acquainted with the ordinary symptoms of Infectious Diseases and see that the affected child is at once sent home and the Attendance Officer notified.

101. Teachers are responsible for the conduct of the children in the playground when sent out to play during school hours, and care should always be exercised that the school property is not damaged and not disfigured by chalk on the walls, or by climbing on the boundary walls. The Head Teacher is responsible for complete compliance with these regulations, and for preventing the trespass by children beyond the playground space appropriated to their sex.

102. Teachers are requested to take every precaution for the prevention of theft of clothing and to see, in all cases where it is practicable, that the cloak-rooms are kept locked.

103. Teachers and Caretakers are requested to be as careful as possible in the use of fuel and light. When the rooms are cleaned at night, only the room should be lighted which is at the moment being cleaned, and the fires (if any) allowed to burn only when necessary. As a general rule the fires should not be made up after 2 p.m.

104. During the absence of the Head Teacher the first or senior assistant must take charge and be responsible for the proper working of the School.

105. Assistant Teachers shall, when required, render help out of school hours in the preparation of returns, in the examination and preparation of papers and lessons, none of which duties should be allowed to occupy the time allotted to actual instruction.

106. All Teachers must be in their places at least ten minutes before the time of commencing school.

107. The scholars shall assemble in the school at 9 a.m. In Council Schools, the school shall be opened by the singing of a hymn or hymns from the book approved for the purpose, and prayers shall follow at the opening and closing of the school, as prescribed by the Committee. Bible instruction shall then be given each morning until 9.40, in accordance with the "Suggestions" of the Education Committee. (See App. XI.)

Dinner Hour Supervision. 108. Children who remain in school for dinner must always be under the charge of some responsible teacher or a student teacher, and restricted to the use of a room, teachers being selected for duty by rota.

Visit by Director of Education. 109. The Director of Education will visit each School from time to time, and no notice need be given to either Managers or Teachers. He may inspect the whole or any portion of a school in the subjects forming part of the Scheme of Instruction. He may also report upon over or understaffing, upon deviations from time table, either in religious or secular subjects, upon want of punctuality by either teachers or scholars, upon faulty methods of teaching, or upon a general want of cleanliness amongst the scholars, or as regards the school and playground. Any returns he may at any time require shall be sent to him by either the Managers or Head Teachers.

Visits of Canvassers. 110. Representatives or canvassers from firms publishing school books or supplying apparatus or other articles, whether for school use or not, should not be allowed on the school premises.

Issue of Circulars 111. No circular letter, handbill, placard or other public notice, whether relating to the work of the school or not, shall be issued by the Managers or Head Teachers unless it has been sanctioned by the Education Committee.

Display of Circulars. 112. No trade exhibit and no circular advertising or announcing any particular article, must be displayed or circulated in any school without the previous consent of the Education Committee.

No Corporal Punishment in Infants' Schools. 113. Corporal punishment shall not as a rule be inflicted in Infants' Schools.

Head Teacher responsible for Corporal Punishment. 114. Head Teachers are to use every endeavour to reduce all forms of punishment to a minimum, compatible with the welfare of the children and the School, and are not in any case to inflict corporal punishment (save for grave moral offences) until other methods have been tried and failed.

Certificated Assistants may have delegated power. 115. Head Teachers are held responsible for all corporal punishment, but they are allowed where they think necessary, to delegate (during pleasure) to such of their assistants as they consider to be fit and proper persons to be entrusted with the power, the power to inflict slight punishment. The power of delegation is

limited to cases of Certificated Assistants. The Head Teachers who, under this section, either give to, or withdraw from their assistants the power to inflict slight punishment, must do so in writing, and must note the same at the time in the log book. In a mixed school under a master, any necessary corporal punishment of girls must be inflicted by the Head Teacher or by an Assistant Mistress duly delegated by the Head Teacher.

116. A Head Teacher is not to use any discretion in
No Exceptions refraining from entering in the punishment
from Entry in book all cases of corporal punishment.
Punishment book.

117. All irregular, cruel and excessive corporal punishment is prohibited, and in the event of an
Excessive punishment Assistant breaking any of these rules, the
Prohibited. Head Teacher is required to report the same immediately to the Director of Education.

118. Head Teachers must secure that, throughout the
Special Caution School special caution is exercised in the
in case of Ner- cases of delicate and nervous children.
vous Children.

CHAPTER IX.

CURRICULUM AND TIME TABLES.

119. The Curriculum of any School depends upon the view taken as to the aim and purpose of the School. The Introduction to the "Code of Regulations for Public Elementary Schools," issued by the Board of Education, must be taken as the basis on which the curriculum of any Elementary School is arranged and developed.

Basis of Curriculum.**Purpose of the Elementary School.**

120. The purpose of the Public Elementary School is to form and strengthen the character and to develop the intelligence of the children entrusted to it, and to make the best use of the school years available, in assisting both girls and boys, according to their different needs to fit themselves practically as well as intellectually, for the work of life.

With this purpose in view it will be the aim of the School to train the children carefully in habits of observation and clear reasoning, so that they may gain an intelligent acquaintance with some of the facts and laws of nature ; to arouse in them a living interest in the ideals and achievements of mankind, and to bring them to some familiarity with the literature and history of their own country ; to give them some power over language as an instrument of thought and expression, and, while making them conscious of the limitations of their knowledge, to develop in them such a taste for good reading and thoughtful study as will enable them to increase that knowledge in after years by their own efforts.

The School must at the same time encourage to the utmost the children's natural activities of hand and eye by suitable forms of practical work and manual instruction ; and afford them every opportunity for the healthy development of their bodies, not only by training them in appropriate physical exercises and encouraging them in organised games, but also by instructing them in the working of some of the simpler laws of health.

It will be an important though subsidiary object of the School to discover individual children who show promise of exceptional capacity, and to develop their special gifts (so far as this can be done without sacrificing the interests of the majority of the children), so that they may be qualified to pass at the proper age into Secondary Schools) and be able to derive the maximum of benefit from the education offered to them.

And, though their opportunities are but brief, the teachers can yet do much to lay the foundations of conduct. They can endeavour by example and influence, aided by the sense of discipline which should pervade the school, to implant in the children habits of industry, self-control, and courageous perseverance in the face of difficulties; they can teach them to reverence what is noble, to be ready for self-sacrifice, and to strive their utmost after purity and truth; they can foster a strong sense of duty, and instil in them that consideration and respect for others which must be the foundation of unselfishness and the true basis of all good manners; while the corporate life of the School, especially in the playground, should develop that instinct for fair play and for loyalty to one another which is the germ of a wider sense of honour in later life.

In all these endeavours the School should enlist, as far as possible, the interest and co-operation of the parents and the home in a united effort to enable the children not merely to reach their full development as individuals, but also to become upright and useful members of the community in which they live, and worthy sons and daughters of the country to which they belong.

Curriculum for Younger Children. 121. The principal aim of the School in relation to younger children should be to provide opportunities for the free development of their bodies and minds, and for the formation of habits of obedience and attention.

(A) Physical exercises should take the form of games involving free movement, singing and breathing exercises, rather than of set drill.

(B) The younger infants should be encouraged to employ their eyes, hands, and fingers in suitable free occupations, and the teacher, by talking with the children, by encouraging them to talk to her and to ask questions, and by telling stories to them, should lead them to form ideas, and to express them in simple language of their own.

(C) For the older infants the above exercises should be supplemented by short lessons, in which the children are trained to listen carefully, to speak clearly, to recite easy pieces, to reproduce simple stories and narratives, to cultivate their powers of observation, to do simple things with their hands, to begin to draw, to begin to read and write, to acquire an elementary knowledge of number, to practise suitable songs, and to sing simple musical intervals.

(D) Instruction in sewing and knitting may be given to the older infants, but care must be taken to avoid fine work and injury to eyesight.

122. In schools for older scholars the subjects described below should be taught in a manner suitable to the age and capacity of the several classes.

Curriculum for Older Scholars. It is not necessary that all the subjects should be taught in every school or class, and the curriculum as a whole may be varied when the Board are satisfied that its modification is required by the needs of the scholars or the circumstances of the school, or is justified for the purpose of experiment.

(1) The English Language, including practice in speaking with clear enunciation, exercises in continuous oral narration, reading for information both silently and aloud, and written composition. Throughout the course the reading books used by the scholars should include pieces of literary merit, some of which should be learned for recitation. In the higher classes silent reading should be the rule rather than the exception, and the scheme of instruction should include a wide course of reading under suitable guidance, with the aim of creating a capacity for systematic study and a taste for good literature. Instruction in grammar should be confined to the higher classes. If given, it should be directed to enabling the scholars to understand the structure of the sentences which they speak, read, or write, and the functions of the several words in those sentences, and should be as free as possible from technicalities.

(2) Handwriting, which should be taught so as to secure speed as well as legibility.

(3) Arithmetic, including practical work in measuring and weighing, oral exercises, written exercises (which should be of a varied character, and should not infrequently involve the application of more than one arithmetical operation), and, in the higher classes, practice in explaining the processes used. The principles and advantages of a decimal system of weights and measures should be explained to the older scholars ; and the use of literal symbols in working simple problems may with advantage be taught in the higher classes.

Practical instruction should be given in mensuration, and should include drawing to scale ; the older boys should learn the use of compasses and protractor ; and such practical instruction should be correlated as far as possible with hand work.

(4) Drawing (including modelling), directed in the first instance to the cultivation of the scholar's individual faculties of observation and expression, and leading not only to manual dexterity and accuracy, but also to the development of intelligence. From the commencement the scholar should practise the direct representation (at sight and from memory) of actual objects, natural and artificial, proceeding from simple to complex forms, avoiding the use

of flat copies and using the methods and materials (especially water colours and the brush) which are most appropriate to each stage and best adapted to sustain his interest and pleasure in the work. Drawing should be correlated as far as possible with other studies and other forms of hand and eye-training.

(5) Observation Lessons and Nature Study, which should have special reference to the surroundings of the scholars, the natural and historical features and plant life of the locality, and the industries of the inhabitants, with the view of forming the habit of intelligent and accurate observation. In schools in or near the country nature study may be connected with the teaching of gardening to the older scholars, if adequate equipment and efficient teachers are available.

(6) Geography, based upon elementary notions acquired through observation lessons, nature study, and descriptive lessons, and leading to a general knowledge of the earth and its peoples, and a more detailed knowledge of the British Isles and the British Dominions beyond the seas. Where possible, the geography of the chief foreign countries should also be taught in some detail. The scholars should learn to use good maps, to make their own simple sketch maps, and in the higher classes to draw maps to scale.

(7) History, which should include, in the lower classes, the lives of great men and women and the lessons to be learnt therefrom, and in the higher classes a knowledge of the great persons and events of English History and of the growth of the British Empire. The teaching need not be limited to English or British History, and lessons on citizenship may be given with advantage in the higher classes.

(8) Singing, which should include voice training, breathing exercises, practice in class singing, the reading of music at sight (which, except in special circumstances, should not be restricted to the tonic sol-fa notation), and a training in elementary musical knowledge. National and folk songs should be freely used throughout the school.

(9) Hygiene and Physical Training, including exercises in proper breathing; instruction adapted to the ages and sexes of the scholars in the elementary rules of personal health, particularly in respect of food, drink (including alcohol),* clothing, cleanliness, and fresh air; and careful cultivation of a correct posture at writing and other lessons. In any course of Physical Exercises the general physical development of the scholars should be aimed at, and the official syllabus of physical training should be followed. The scholars of any school not situated wholly on a ground floor should be practised in fire-drill. Instruction and practice in swimming may also be included in the Time Table.

*Lessons on Temperance, where given, should be in conformity with the Board of Education Official Syllabus.

(10) Domestic Subjects (for girls only), including the proper performance of ordinary domestic duties, together with instruction in Needlework and Knitting. The older girls should receive a practical training in Cookery, Laundry Work, and Housewifery, except where circumstances render this impossible.

Needlework should be so taught as to secure a practical knowledge of sewing, cutting-out, and making ordinary garments, together with mending and darning. Exercises on small pieces of material should be used only for learning different kinds of stitches. In all classes the periodical construction and completion of some useful garment by each scholar should be aimed at, and the older girls may be taught the use and care of the sewing machine with advantage. At the same time, the educational value of Needlework as a form of hand and eye training must be kept in view as well as its practical value.

Special care should be taken to avoid all conditions unfavourable to eyesight.

The teaching should afford frequent opportunities for the practice of oral and written composition, and so far as possible all subjects should be taught in relation to each other, and with reference to the surroundings of the children. Those operations and things with which the people are concerned in their daily occupations should furnish some of the subjects of arithmetical problems, observation lessons, nature study and drawing lessons. It must also be remembered that handwork properly correlated with the other subjects of instruction not only gives concreteness to the school work and develops the constructive and mechanical faculties of the scholars, but also tends to stimulate their general intelligence.

123. Moral Instruction should form an important part of the curriculum of every elementary school. Such instruction may either (i) be incidental and occasional, and given as fitting opportunity arises in the ordinary routine of lessons, or (ii) be given systematically and as a course of graduated instruction.

The instruction should be specially directed to the inculcation of courage; truthfulness; cleanliness of mind, body, and speech; the love of fair play; consideration and respect for others; gentleness to the weaker; kindness to animals; self control and temperance; self-denial; love of one's country; and appreciation of beauty in nature and in art.

The teaching should be brought home to the children by reference to their actual surroundings in town or country, and should be illustrated as vividly as possible by stories, poems, quotations, proverbs, and examples drawn from history and biography.

The object of such instruction being the formation of character and habits of life and thought, an appeal should be made to the feelings and the personalities of the children. Unless the natural and moral responsiveness of the child is stirred, no moral instruction is likely to be fruitful.

124. Head Teachers of the separate departments in each School shall be required to confer at last
Scheme of Work. annually upon the following important matters of School Management :—

- (A) Scheme of Education.
- (B) Continuity of Syllabus.
- (C) Similarity of Method.
- (D) Avoidance of Overlapping.

Should the Head Teachers find it impossible to agree upon the above and other matters, the question or questions in dispute shall be submitted immediately to the Director of Education, whose decision shall be final.

125. Syllabuses and Schemes of Work must be approved by the Director of Education and by H.M.
Approval of Schemes. Inspector. In drawing up Schemes of Work special attention should be paid to the Board of Education "Suggestions for the Consideration of Teachers in Public Elementary Schools."

126. Until sufficient Central Schools are built to which the older children who do not go to a Secondary
More Advanced Work. School may be transferred, special attention must be paid in the Schemes for the provision of more advanced work for children from 12 to 14 or 15 years of age.

Head Teachers should aim at a further development of the ordinary subjects of the Curriculum, especially English, Practical Mathematics, and either Practical Science or some form of Practical Handwork, as suggested by the 1918 Education Act and the Board's Circular, 1161. Subjects such as Shorthand and Commercial Correspondence should only be included for children remaining beyond the statutory age.

No school children should be entered for the Union of Lancashire and Cheshire Examinations.

127. The Head Master or Mistress is responsible for seeing that each Master or Mistress in his or her **Records of Work.** department keeps satisfactory records of the work done. The week's work should be carefully mapped out in advance, and initialled by the Head Master or Mistress, while the record should show what part of the work so mapped out has been actually carried out.

This Regulation applies to the religious instruction given in Council Schools as well as to subjects of secular instruction.

TIME TABLES.

128. Schools shall open at 9 a.m. and close at 12 noon. They shall re-open at 1-30 p.m. or 2 p.m., closing at 3-45 p.m. or 4-15 p.m., according to the time of opening. Secular instruction will not commence before 9-40 a.m.

Time when School is open.

129. The scholars shall assemble in the School at 9 a.m., and in Council Schools the school shall be opened by the singing of a hymn or hymns from the book approved for the purpose, and prayers shall follow at the opening and closing of the School as prescribed by the Committee. Bible instruction shall then be given in Council Schools each morning until 9-40.

Opening of School.

Children who are not present by 9-15 a.m. will be marked absent except that on Ascension Day children may be admitted up to 9-45 a.m.

130. In Infants' Departments Class I. (Preparatory to Standard I.) a minimum time of 500 minutes per week shall be devoted exclusively to the teaching of the primary subjects (the three "R's.")

Time Tables.

In the classes corresponding to Standards I., II., and III. a minimum time of 750 minutes per week shall be devoted exclusively to the teaching of the primary subjects (the three "R's.")

In the classes corresponding to Standards IV., V., VI., and VII., a minimum time of 700 minutes per week shall be devoted exclusively to the teaching of the primary subjects (the three "R's.")

All Time Tables must be prepared on a special form provided by the Committee for the purpose and submitted for the approval of the Director of Education.

No special preparation of any kind having any bearing whatever upon the examinations for Scholarships at the Secondary or Central Schools shall be conducted upon any school premises. This regulation is to cover both the setting and the marking of homework other than that given to the School generally.

CHAPTER X.

RELIGIOUS INSTRUCTION.

131. Religious Instruction in Public Elementary Schools. It is one of the conditions of recognition of a Public Elementary School that it shall be conducted in accordance with the following regulations contained in Section 7 of the Education Act, 1870 :—

(1) It shall not be required, as a condition of any child being admitted into or continuing in the School that he shall attend or abstain from attending any Sunday School or any place of religious worship, or that he shall attend any religious observance or any instruction in religious subjects in the School or elsewhere, from which observance or instruction he may be withdrawn by his parent, or that he shall, if withdrawn by his parent, attend the School on any day exclusively set apart for religious observance by the religious body to which his parent belongs :

(2) The time or times during which any religious observance is practised or instruction in religious subjects is given at any meeting of the School shall be either at the beginning or at the end, or at the beginning and the end, of such meeting, and shall be inserted in a Time Table to be approved by the Education Department, and to be kept permanently and conspicuously affixed in every schoolroom ; and any scholar may be withdrawn by his parent from such observance or instruction without forfeiting any of the other benefits of the School ;

132. Section 7 (6) of the Education Act, 1902, states :—

Voluntary Schools

“Religious instruction given in a Public Elementary School not provided by the Local Education Authority shall, as regards its character, be in accordance with the provisions (if any) of the trust deed relating thereto, and shall be under the control of the Managers.”

133. Section 14 of the Education Act, 1870, states :—

Council Schools.

“Every School provided by a Local Education Authority shall be conducted under the control and management of such Local Education Authority in accordance with the following regulation :—

“No religious catechism or religious formulary which is distinctive of any particular denomination shall be taught in the School.”

134. Prayers and hymns in accordance with the Education Committee's Scheme of Instruction shall be used in all Council Schools, and the Bible read daily, and there shall be given from the latter, by the responsible teacher or teachers of the school, such explanations and instructions in the principles of the Christian religion and morality as are suited to the capacities of the children. See "Suggestions for the Giving of Religious Instruction in Council Schools," in Appendix X.

Provided always

(A) That in the selection of the prayers and hymns (which shall be from books approved by the Education Committee), and in explanations and instructions from the Bible (which shall be in accordance with the suggestions issued by the Education Committee) the provisions of the Elementary Education Act, 1870, especially Sections 7 and 14, shall be strictly observed, both in letter and spirit, viz., that no attempt be made to attach children to or to detach them from any particular denomination.

(B) That the Authorised Version of the Bible be used ; but when the Roman Catholic children in the School are sufficiently numerous to form a class, they may receive instruction from the Douai version of the Bible ;

(C) In all cases where children are withdrawn from the religious teaching by parents or guardians suitable and adequate arrangements shall be made for their instruction in secular subjects.

CHAPTER XI.

ADMISSION AND PROMOTION OF CHILDREN.

135. As and from September, 1920, the Educational Year of each Public Elementary School shall **Educational Year.** commence on the day of re-opening of School after the summer holidays.

136. There shall be three School Terms in the year :—
School Terms.

(A) **Autumn Term :** From the day the School re-opens after the Summer Vacation to the day the School closes for the Christmas vacation ;

(B) **Spring Term :** From the day the School re-opens after the Christmas vacation to the 31st March ;

(C) **Summer Term :** From 1st April to the day the School closes for the Summer vacation ;

N.B.—If a child who is attending or about to attend School attains any year of age during the School Term, the child shall not for school attendance purposes be deemed to have attained that age until the end of the term.

137. A child may only be admitted at the commencement **Admission at be-** of a School Term, unless :
ginning of Term.

(A) Application is made for his admission to the School within five days after the commencement of the School Term ; or

(B) He has been ordered by a Court of Summary Jurisdiction to attend that School ; or

(C) He cannot, owing to temporary or permanent change of residence, continue to attend the School he has previously been attending ; or

(D) He has been prevented from attending School at the commencement of the School Term by sickness, absence from home, or any other unavoidable cause.

138. Children who will be five years of age should be admitted as a rule at the commencement of the term in which the fifth birthday occurs rather than at the commencement of the term following their fifth birthday.
Admission of Five-year-old Children.

139. There should be as free a system of promotion as possible. As children progress in ability, they should be moved upwards from class to class in the Infants' School, then from the Infants' School to the other School ; afterwards from class to class as soon as they are ready, always with the object of giving them as much time as possible in the upper classes.
Promotion of Children.

Classification by age alone is not educationally sound, as children vary in educable capacity, but, as children enter by age and leave school by age, age must inevitably affect classification.

As a rule children should not remain in the Infants' School more than two years, so that if they enter at the beginning of the term in which their fifth birthday occurs, they should be transferred therefrom as near as may be at the commencement of the term in which their seventh birthday occurs.

Similarly children should be transferred to the Senior Classes of an Elementary School, to a Central School providing instruction for older scholars, or to a Secondary School, at the latest at the commencement of the Educational School Year in which their twelfth birthday occurs.

140. (A) Children of five years of age admitted to the Infants' School at the commencement of the Autumn Term (after the Summer vacation) with those admitted at the commencement of the Spring Term (after the Christmas vacation) should be transferred as a rule to the Junior School or next Higher Department at the beginning of the Autumn Term next but one following their admission.

Transfer from Infant School.

(B) Children of five years of age admitted at the commencement of the Summer Term (1st April) should be transferred at the commencement of either the Spring Term or the Summer Term next but one following, as may be arranged for each School between the two Head Teachers concerned.

(C) If a four-year-old child is admitted to the School, the child may be promoted to a class corresponding to the First Standard as soon as such child is sufficiently advanced but such transfer should not be later than the beginning of the term in which the seventh birthday occurs.

141. While it would not be advisable to advocate a fixed period of school time to be spent in any particular class in the School, the time spent in the Junior School must not be greater than two years where two standards are provided for, nor greater than three years where three standards are provided for, and so on for Junior Schools providing for a larger number of Standards.

Period in Junior School.

142. Records should be kept of the progress of each scholar, year by year through the various classes of the School, and notes made from time to time as to what type of education the child promises to be best fitted for after 12 years of age.

School Records.

143. A Preliminary School Examination will be held annually for all children who will be between 11 and 12 years of age on the 1st August following, together with those between 10 and 11 years of age who have been working with a class corresponding to Standard V., or a higher class from the preceding January or earlier.

The Examination will be conducted at several centres, pupils from neighbouring schools being grouped for examination purposes.

144. A Preliminary Schools Examination Board will make the necessary arrangements. The Board at present consists of 12 teachers working with the Director of Education, and includes the Headmaster of the Secondary School for Boys, the Headmistress of the Secondary School for Girls, the Headmaster of the Palatine Central School for Boys, the Headmistress of the Palatine Central School for Girls, six Head Teachers, and two Assistant Teachers from Elementary Schools.

145. The subjects of examination will be English and Arithmetic. No specific syllabus in Arithmetic is set for the Preliminary School Examination, but questions in Arithmetic will be given such as a child between 11 and 12 years of age may reasonably be expected to answer.

During the School period, from 7 to 11, children should acquire facility in the use of the chief arithmetical processes and in making simple calculations as a preparation for the application of these processes in the upper classes, but they will not be expected to apply these processes to the more advanced work at this stage, but should be able to decide intelligently what processes are required in simple cases set and to perform the processes accurately.

No questions will be set in interest, practice, complex fractions, recurring decimals, percentage of profit and loss, compound proportion, areas of triangles and circles, nor in finding cubical contents.

In testing the English, a simple essay will be set which will give each child an opportunity of demonstrating his general intelligence, or the extent of his vocabulary with his command of the English language and his powers of expression, or of showing his imaginative powers.

In addition to the essay, a simple dictation test will be given to allow children a special opportunity of demonstrating their capabilities as regards spelling and handwriting.

146. Each pupil attending the Examination will be given an Examination Number, which he will use throughout the Examination. The papers will be marked by Examiners and the results communicated to the Director of Education. These results will be tabulated and a classification of the pupils made, which will be based upon the Examination results and the School record previously supplied to the Director of Education by the Head Teachers of the respective schools.

147. In all cases where children show special promise their parents will be advised to allow them to enter for the Junior Scholarships Examination in order that the children may thus make application to be admitted to a Secondary School or to the Palatine Central School.

CHAPTER XII.

CENTRAL SCHOOLS.

148. Section 2 of the Education Act, 1918, states :—It shall
Central Schools be the duty of the Local Education Author-
Required. ity :—

(A) To make or otherwise to secure, adequate and suitable provision by means of Central Schools, central or special classes, or otherwise—

- (1) For including in the curriculum of Public Elementary Schools, at appropriate stages, practical instruction suitable to the ages, abilities and requirements of the children ; and
- (2) For organising in Public Elementary Schools courses of advanced instruction for the older or more intelligent children in attendance at such schools, including children who stay at such schools beyond the age of fourteen.

149. The Palatine Central School is conducted by the Education Committee as a Central School to which boys and girls who are not transferred to a Secondary School, but who are desirous of receiving a good education up to the age of sixteen or thereabouts, may be transferred from the various Elementary Schools in the Borough. Boys and girls will be selected for admission on the results of the various Examinations as given in paragraphs 145-147, and 244.

150. The curriculum of the Palatine Central School will have for its object not only the development of the education given in the Public Elementary School, but will also provide special instruction bearing on the future occupations of the pupils.

The work of the **first year's course** will be arranged with the view of getting a good groundwork for further work, unifying, co-ordinating and consolidating the education received in the various schools at which the children have been in attendance.

The **second year's course** will continue the general education of the pupils.

The curriculum will include Religious Instruction, Physical Exercises, English, French, Geography, History, Drawing, Singing, Science, Handicraft (for boys), Domestic Subjects (for girls). An opportunity will be provided for Swimming and other forms of physical exercise for every pupil who is not precluded from this by a medical certificate.

151. In the upper classes of the Palatine Central School, **Special Courses.** in addition to providing a course of general education special courses will be provided as follows :—

(A) **Commercial Courses :**

Progressive Courses of Instruction in Shorthand, Commercial Correspondence, Theory and Practice of Commerce, Book-keeping and Typewriting will be arranged for Boys and Girls who intend to follow a Commercial career. Typewriting as a rule will be taught only in the fourth or fifth year's work.

(B) **Practical Courses :**

Boys : Further training in Practical Mathematics, Practical Drawing and Handicraft for boys preparing for the Building and Engineering Trades.

Girls : An extended course in Domestic Work and Household Management for those girls who intend to take up household duties.

A change may be made in these special courses when other Central Schools are built and the whole question of curriculum is reconsidered.

152. The Curriculum for other Central Schools will be arranged as soon as the organisation of the Educational work in the Borough allows of the provision of additional Schools to which the older scholars may be drafted from the Elementary Schools in the district in which the Central School is placed.

Non-Provided Central Schools will be maintained by the Education Committee as in the case of Elementary Schools ; and the Regulations for Managers, for the provision and repair of school buildings in Chapters IV. and V., of this Handbook will be applicable to these Schools.

CHAPTER XIII.

THE EDUCATION OF CHILDREN SUFFERING FROM
PHYSICAL AND MENTAL DEFECTS.

BLIND OR DEAF CHILDREN.

153. The provisions of the Elementary Education Act, 1876, that a parent must cause his child to receive efficient elementary instruction in reading, writing and arithmetic are, in relation to a blind or deaf child, construed to mean efficient instruction having regard to the child's peculiar circumstances.

Blind and Deaf Children.

The expression "blind child" means a child too blind to read the ordinary school books used by children.

The expression "deaf child" means a child too deaf to be taught in a class of hearing children in an elementary school.

154. The usual age limits for education do not apply to deaf or blind children, but for the purposes of education they are deemed to be children until they reach the age of sixteen. A blind child must be provided with opportunities for education from five to sixteen. A deaf child must be so provided for from seven to sixteen, and the attendance of such children may be enforced to 16 years of age as if it were required by Bye-laws made under the Education Acts, 1870 to 1876.

Age Limits for Education of Blind and Deaf.

155. It is the duty of every Local Education Authority towards all blind and deaf children resident in their district, for whom efficient elementary education has not otherwise been provided for, to obtain such education for such children in Schools certified by the Board of Education as suitable for that purpose.

Provision of Suitable Education.

156. Where the Local Education Authority incur any expense in respect of a blind or deaf child, the parent of the child shall be liable to contribute towards the expenses of the child such weekly sum as may be agreed upon between the School Authority and the parent, or, if the parties fail to agree, as may be settled by a Court of Summary Jurisdiction.

Parents' Contribution for Blind or Deaf Children.

MENTALLY DEFECTIVE CHILDREN AND EPILEPTICS.

157. Under the Mental Deficiency Act, 1913, the Lancashire Asylums Board is constituted the Local Authority under the Commissioners of the Central Board of Control, to deal with the custody and care of children and persons who are so mentally defective as to be classed as idiots, imbeciles or feeble-minded persons, or as moral imbeciles. These are defined as follow:—

(A) Idiots.—Those who are so defective from birth or an early age as to be unable to guard themselves against physical dangers.

(B) Imbeciles.—Those who are not so defective as idiots, but are incapable of managing themselves or their affairs, or in the case of children, of being taught to do so.

(C) Feeble-minded Persons.—Those who are not so defective as imbeciles but yet require care, supervision and control for their own protection or the protection of others or in the case of children that they by reason of such defectiveness appear to be permanently incapable of receiving proper benefit from the instruction in ordinary schools.

(D) Moral Imbeciles.—Those who from an early age display some permanent mental defect coupled with vicious or criminal propensities on which punishment has had little or no deterrent effect.

158. It is the duty of the Local Education Authority to make arrangements subject to the approval of the Board of Education:—

Local Education Authority to notify Asylums Board of Ineducable Children. (A) For ascertaining what children within their area are defective children as defined above.

(B) For ascertaining which of such children are incapable, by reason of mental defects, of receiving further benefit from instruction in Special Schools or classes;

(C) For notifying the Lancashire Asylums Board of the names and addresses of defective children as defined above.

In a case of doubt as to whether a child is or is not capable of receiving such benefit as aforesaid, or whether the retention of a child in a Special School or Class would be detrimental to the interests of the other children, the matter shall be determined by the Board of Education.

159. If a parent is of opinion that his child ought to be dealt with under this Act, the Local Education Authority must provide facilities to enable the parent to present his child for examination even if he has not been required to do so by the Education Authority.

If in the opinion of the Local Education Authority a child is defective or epileptic, a certificate to that effect by a duly qualified practitioner approved by the Board of Education is required after an examination conducted in the presence of the parent of such child. It is the duty of the parent to attend such examination and failure to do so when notified by the Local Education Authority is punishable by a fine, on summary conviction, not exceeding five pounds.

Ineducable children are reported to the Asylums Board. Those who are defective but not ineducable are dealt with by the Education Committee.

160. Where it has been ascertained that there are defective children who are not ineducable, whose respective ages exceed seven years of age, provision must be made for their education either in Public Elementary Schools, where certified special classes are maintained, or in certified special classes or schools near which children may be boarded out, or children may be sent to a certified special Residential School.

The Local Authority have the power to contribute towards the expenses of such defective or epileptic children as for blind or deaf children.

The parent of a defective or epileptic child is liable to contribute towards the expenses of the child incurred by the Local Education Authority.

Although guides or conveyances may be provided by the Authority for children who are unable by reason of physical or mental defects to attend school without such assistance, where a School having certified special classes or a special school is within reach of a child's residence, it is the parent's duty to cause the child to attend such classes or school, and it is not a reasonable excuse that the Authority have not provided a guide or conveyance.

161. A Local Education Authority may apply to a Court of Summary Jurisdiction for an order requiring an epileptic child to be sent to a certified school for epileptics; or for a mentally defective child to be sent to a school or class for mentally defective children.

162. A mentally defective child or an epileptic child is a child until he reaches the age of sixteen years. The period of education for defective and epileptic children is from seven to sixteen years of age.

Age Limit for Mentally Defective Children.

CHAPTER XIV.

HEALTH OF SCHOLARS.

163. The Education Committee provides the following
School Medical Staff. officers to advise on matters connected with the health of the scholars :—

A School Medical Officer ;
 A School Dentist ;
 School Nurses and a Dentist's Assistant ;
 with a Physical Exercises Organiser and Instructor.

164. Medical Inspection, including Dental Inspection, is systematically undertaken. Parents are notified of the date of the visit of the School Medical Officer or the School Dentist, and advice is given in cases where any special care or treatment is considered necessary.

The object of the Medical Inspection is to discover undetected physical defects which may become aggravated under ordinary conditions of school life, whereas if they are properly treated at an early age they can frequently be cured entirely, or at least prevented from increasing in severity.

165. The parent is responsible for any treatment which may be necessary but the Committee
School Clinic. assist where necessary. Children requiring treatment for minor ailments are asked to attend the School Clinic with one of their parents, where treatment is given by a School Nurse under the direct supervision of the School Medical Officer.

Children requiring Dental Treatment may attend the Dental Clinic, where treatment is given by the School Dentist.

166. In cases of lack of nourishment, cod liver oil, or cod liver oil and malt is supplied by the
Supply of Cod Liver Oil. Foxton Dispensary to cases which are certified by the Committee as necessitous.

167. In cases of Defective Vision spectacles are provided by the Committee where the parents are unable to provide these. The Committee also pay the fee of the Ophthalmic Surgeon in these necessitous cases.

168. In cases where Adenoids or Enlarged Tonsils require removal, the operation is performed at the Victoria Hospital, on a recommendation from the Education Committee that the cost of such an operation is beyond the means of the parents.

Removal of Adenoids or Tonsils.

169. Where the report of the School Medical Officer shows that some special medical or surgical appliance is necessary, the Committee will be prepared to consider the question of the provision of such in cases where the parents are unable to do this themselves.

Special Surgical Appliances.

170. The small Committee called the Special Medical Treatment Committee meets as required to consider whether applications for special treatment are necessitous cases or not.

Special Medical Treatment Committee.

Sections 1 and 2 of the Local Education Authorities (Medical Treatment) Act, 1909, state as follows:—

1. "Where any Local Education Authority provides for the Medical Treatment of Children attending any public elementary school under section 13 of the Education (Administrative Provisions) Act, 1907, there shall be charged to the parent of every child in respect of any treatment provided for that child such an amount not exceeding the cost, of treatment as may be determined by the Local Education Authority, and in the event of payment not being made by the parent it shall be the duty of the Authority, unless they are satisfied that the parent is unable by reason of circumstances other than his own default to pay the amount, to require the payment of that amount from the parent, and any such amount may be recovered summarily as a civil debt.

2. The failure on the part of any parent to pay any amount demanded under this Act in respect of any medical treatment shall not deprive the parent of any franchise, right, or privilege, or subject him to any disability."

171. (A) The School Medical Officer shall be responsible to the School Attendance Special Sub-Committee for the sanitary and hygienic inspection of school buildings, and for the medical inspection of school children, but the whole of the administrative work in connection with this shall be done in the Education Office, and shall be under the control of the Director of Education.

Duties of School Medical Officer.

(B) The School Medical Officer shall report personally each month to the School Attendance Special Sub-Committee on the progress of the work of medical inspection, a brief summary of the report being sent in advance, to members of the Committee.

(C) The following duties shall be performed by the School Medical Officer:—

(1) The medical inspection of school children as required in section 13 of the Education (Administrative Provisions) Act, 1907, as amended by the Education Act, 1918, including:—

- (A) The medical inspection of school children at regular intervals, and the notifying of parents of any defects revealed by the inspection.
- (B) The systematic supervision of the general health of children attending school during their school life.
- (c) The prevention of the spread of infectious and contagious diseases.
- (D) The supervision of treatment of simple ailments by School Nurses.

(2) The keeping of such records and forms, and the making of such reports as may be prescribed from time to time by the Education Committee or the Board of Education.

(3) Examining and reporting (as required by the Committee) upon all cases of children proposed to be transferred to:—A School for blind or deaf children; or a School for mentally or physically defective children; with the granting of the necessary certificate for admission.

(4) The examining (when required by the Committee) of any child who is stated to be physically unfit to attend school, and the granting of the necessary certificate.

(5) The examining of all candidates for Scholarships; or for appointment as Pupil Teacher, Bursar, or Student Teacher; and the making out of the necessary certificates.

(6) The reporting (when required by the Committee) on cases of Teachers absent owing to illness.

(7) Submitting an annual report to the School Attendance Special Sub-Committee, and the making of such special reports as the Committee may require.

(8) The notifying of parents of the result of the medical examination of a child, and the giving of all advice relating to such inspection.

(9) The notifying of the Director of all special cases needing the attention of an optician, with cases needing treatment for adenoids or enlarged tonsils.

(10) The warning of parents concerning the uncleanness of their children and, when such warnings are found ineffective, to request the Director of Education to exclude the child from attendance at school.

(11) The supplying to the Director of Education of any statistics, return, advice or assistance in connection with any medical or hygienic matter concerning either schools or children in the Borough which he may require.

(12) Performing any other duties as may from time to time be required by the Education Committee or its Sub-Committees.

Administrative Work—

The following duties will be performed by the Administrative Staff of the Education Office :—

(A) The notifying of Head Teachers that a medical or dental inspection will take place in the School on a certain date—Head Teachers will then notify parents of the children concerned.

(B) The issuing of orders to parents to bring their children to the Medical or Dental Clinic as required by the School Medical Officer. The order will be issued through the Head Teacher in order that the School Registration may be properly performed.

(C) The making of all enquiries concerning financial necessity of cases needing treatment.

(D) The excluding of children from School on receipt of authority from School Medical Officer, and the re-admission of children upon the same authority. Copies of such notice will be sent to the Head Teacher and the School Attendance Officer for administrative purposes.

(E) The duplication or printing and the distribution of all memoranda or reports to the Schools or to the Committee.

Work of Head Master or Mistress—

172. Each Head Master or Mistress shall be responsible for :—

(A) Notifying the parents of the proposed inspection.

(B) The provision of the best facilities available for carrying out such inspection.

(C) Conducting and recording the physical and historical part of the inspection, i.e.:—Name, address, date of birth, height, weight, previous infectious disease, condition re boots, clothes and other matters as shall be found desirable.

173. The School Medical Officer shall notify both the parent and the Chief Attendance Officer of each case where authority has been given for exclusion on account of uncleanness, and shall keep a record of the steps taken to secure the proper cleansing of the child.

Exclusion of Verminous Children.

Where the result is not satisfactory, the parent shall, in due course, be summoned before a meeting of the Bye-laws Rota Committee, when the School Medical Officer will attend in person and present a report upon each case; the Chief Attendance Officer being duly notified in order to be prepared with any additional information required.

The Bye-laws Rota Committee will consider each case and ultimately decide as to the necessity for prosecution, and will request the Deputy Town Clerk personally to take such cases before the magistrates. See Pars. 160 and 161.

174. A similar procedure will be followed in cases where authority has been given by the School Medical Officer for exclusion on the grounds that the child is not in a physical condition to profit by the instruction provided; e.g., if spectacles are not provided by a parent, after being notified by the School Medical Officer that these are necessary.

Duties of School Nurses 175. The duties of a School Nurse will be mainly those in connection with the medical inspection of School children. The Nurse will be required to assist in the examination, to visit the homes of the children to make enquiries about treatment, and to use all endeavours to influence parents to obtain treatment or advice recommended by the School Medical Officer.

She will be required—as directed by the School Medical Officer—to visit Schools and investigate the cleanliness of the children, as regards vermin and other matters, and also to undertake the cleansing of heads as directed.

In addition to or in substitution for the above duties, the School Nurse will be required to perform any other duties allotted to her by the Education Committee.

The Nurse will be expected to provide and attire herself in nurse's uniform; actual expenses, in the form of tram fares, etc., will be borne by the Education Committee.

Duties of School Dentist. 176. (1) To work under the general supervision of the Director of Education and the School Medical Officer.

(2) To perform such dental inspection at Schools or at the Dental Clinic as may be necessary. As far as possible the teeth of all children should be inspected twice a year.

(3) To treat where necessary the teeth of all children attending the Dental Clinic.

Children with septic roots and teeth to be attended first; conservative treatment to follow.

Children attending the Dental Clinic to have teeth scaled and cleaned.

4. To give short addresses to scholars on Oral Hygiene, to point out the evils of unclean mouths, and show by practical demonstration how the mouth can be kept clean.

Addresses may be given to parents on the advantages of a Dental Clinic.

(5) To prepare such statistics, returns or reports in connection with Dental work as the Director of Education or the School Medical Officer may require.

A report should be given to the Committee each month that they may know the progress that is being made and keep in touch with the dental work all the year round. An annual report should be prepared by the Dentist, to be included with the report of the School Medical Officer, for the Board of Education.

(6) To perform any duties which may be allotted to him by the Education Committee in connection with dental work for children and young persons attending schools in the Borough.

177. In order to provide for the systematic development of the various organs of the body, a regular course of Physical Exercises should be carried out. This work is carried out under the supervision of the Physical Exercises Organiser and Instructor.

Organised games suitable to the ages and physical capacities of the children, providing plenty of free movement, should be carried out in addition to the more formal physical exercises where the specially arranged movements are carried out with precision by the whole members of the class at the same time.

In the Infant Classes, light movements, simple dances, and eurhythmic movements may be engaged in, with a few romping games.

178. Arrangements may be made for classes to attend the Revue Gymnasium for Physical Exercises requiring the use of special apparatus. If the class can reach the Gymnasium in about ten minutes, such classes may be held during ordinary school hours. Classes which require about a quarter of an hour to reach the Gymnasium may attend for the last lesson of the afternoon session. Classes from schools which are so far away as to require more time to reach the Gymnasium, can attend only out of school hours.

179. The older scholars should be taught to swim. Certificates are granted by the Committee for proficiency in swimming.

Swimming.

CHAPTER XV.

SCHOOL ATTENDANCE.

180. The duty of enforcing School Attendance is carried out by the School Attendance Special Sub-School Attendance Committee.

The Borough is divided into three School Attendance Districts, each of which is worked by a School Attendance Officer. An additional School Attendance Officer who is not responsible for a separate district assists where necessary.

The Superintendent School Attendance Officer supervises the whole of the School Attendance work of the Borough.

181. The Attendance Officers visit the Schools in their respective districts systematically, and obtain from the Head Master or Head Mistress the Attendance Slip Register of each scholar who is absent, and (unless the Head Teacher knows there is a satisfactory reason for such absence) at once visits the home of the absentee to make enquiries and to obtain the attendance of the child.

182. In cases of frequent absences the parent is summoned before a sub-committee of the School Attendance Sub-Committee to give any reason he may have for the irregular attendance. This Sub-Committee is called the Bye-laws Rota Committee, the members of the School Attendance Committee being summoned in turn to attend in the evening to interview parents who are infringing the bye-laws for School Attendance. Parents are warned of the consequences of continued irregularities.

The procedure is repeated if, after a temporary improvement, irregularity of attendance is resumed.

183. In cases of continued absence after such warning, authority is given to the Attendance Officer to prosecute the parent, but such orders are only given as a last resort.

N.B.—For cases of children excluded for health conditions, see paragraphs 173 and 174.

RULES AND REGULATIONS FOR SCHOOL ATTENDANCE OFFICERS.

184. (A) The Education Acts and the Bye-laws of the Committee provide that all children between five and fifteen years of age, not otherwise exempted, shall attend a certified efficient School, and it becomes each officer's duty to see that in his district the law is enforced.

(B) Officers must make themselves thoroughly acquainted with the Bye-laws of the Committee, with that part of the Code of Regulations of the Board of Education concerning Registration, and with the various Acts of Parliament which bear upon their duties. In addition they must also acquire a knowledge of the Public Elementary Schools and of the general conditions of the district.

185. (A) In visiting it will be each officer's duty to ascertain whether every child of school age is receiving satisfactory instruction ; in case of neglect to ascertain the real cause ; to explain to the parents the requirements of the law ; to urge upon them the necessity of at once complying and to furnish them, if requested, with information as to certified efficient schools in the neighbourhood ; but the officer must scrupulously avoid using influence in favour of any particular School. The choice of School rests absolutely with the parents.

(B) Officers must explain to parents that children under fourteen years of age are not entitled to work, unless they have first obtained certificates from the Committee. Cases of frequent absence from School owing to sickness should be vouched for by a certificate of a duly qualified medical practitioner stating the nature of the illness and its probable duration. Where a child is said to be attending a private school, or to be under efficient instruction in some other manner, officers must use their judgment, and make enquiries as to the correctness of the statement.

(c) In general visitation, and especially when dealing with those who attend School irregularly, the Officer will explain that only regular and punctual attendance at the School will satisfy the Bye-laws, and secure the satisfactory progress of the children.

(D) Where there is a father he should, if possible, be seen, even if it be necessary to visit in the evening.

186. Children who may be found begging, or wandering about in a state of apparent neglect or destitution, must be followed to their homes ; the parent or guardian must be seen, and the actual condition of the family ascertained ; the names and addresses of other children found in the streets must also be taken, particular attention being paid to children acting in contravention of the Employment of Children Act, 1903, or the Bye-laws of the Committee, with reference to the employment of children. If such children do not reside in the district of the Officer in which they are found, particulars should be furnished to the Officer responsible, who must visit and deal suitably with the case. Should it appear from the circumstances of the case, that the child ought to be sent to a certified Indus-

trial School, the case must be reported to the Director of Education, and if directed, the School Attendance Officers must take the necessary proceedings to bring the child before the magistrates, to be dealt with under the appropriate Act or Bye-law. The parents should be informed of their liability to contribute to the support of a child sent to an Industrial or other Special School.

Following up Cases. 187. (A) Where a child is prevented from attending School by sickness or any unavoidable cause, it will be necessary to see that the child is not detained at home after recovery from sickness, or when the cause of detention ceases. When it is suspected that a contagious or infectious disease is the cause, the case must be immediately reported to the Director of Education, who will communicate with the Medical Officer of Health.

(B) The Officers should make particular enquiry about all children whose names are for any cause struck off the Register of any School, and keep such cases strictly in view until the children are admitted into another School:

Monthly Report. 188. Every Officer must present each month to the School Attendance Special Committee, a correct report of his month's work, including -

- (A) The number of visits to houses ;
- (B) The number of visits to Schools ;
- (C) The number of cases summoned before the Committee ;
- (D) The number of cases summoned before the Magistrates, and the decision thereon ;
- (E) The number of truant and wandering cases found during the month ;
- (F) The number of children of school age not attending any school ;
- (G) Any other matter of importance the officer may deem it necessary to bring under the notice of the Committee.
- (H) A Statistical Statement showing particulars of scholars, their attendances, etc., at schools in his district.

Preparation of Statistics. 189. The Officer must prepare cases for prosecution, assist in the compiling of statistics and in the preparing of reports and undertake such further duties as may from time to time be required.

Hours of Duty. 190. Officers are required to give their whole time to the service of the Committee, and shall not engage in any other occupation without the Committee's consent. The hours which they are ordinarily required to devote to their work are as follows :—

MONDAY
TUESDAY
WEDNESDAY
THURSDAY
FRIDAY

} 9-0 a.m. to 12-0 ; 1-30 to 5-30 p.m.

SATURDAY, 9-0 a.m. to 12-30.

But evening visitations may be necessary in special cases in addition to attendance at Rota Committees.

191. Each Officer is entitled to the following holidays :—

Holidays.

Christmas, 10 days ; Easter, 4 days ; Whitsuntide, 6 days ; Summer, 2 weeks. The times are to be subject to the approval of the Director of Education. No other absence from duty shall be permitted except with the consent of the Director of Education.

192. Each officer will be under the supervision and control

Supervision in Work.

of the Superintendent School Attendance Officer and the Director of Education, who will receive any complaints, and give all instruction and information necessary to the efficient discharge of his duty.

193. (A) Officers must not divulge the nature of their duties

General Requirements for S.A.O.

or instructions, or the information they may acquire in the course of their duties to anyone not being a member of the Committee or an Officer of the Committee, but must refer enquiries on such subjects directly to the Director of Education.

(B) Each Officer must regularly, promptly, and accurately make all requisite entries in his books, have all forms and books posted up to date, and ready for immediate use or inspection.

(C) It is absolutely necessary that Officers should be at all times sober, active, good-tempered, and civil. It should be remembered that any discourtesy will provoke opposition in those with whom they have to deal, and will interfere with the due discharge of their important and delicate duties.

(D) It is hoped that Officers will take a thorough interest in the work in which they are engaged. In proportion to the intelligence, accuracy, forbearance, and tact displayed, will their success be estimated by the Committee.

CHAPTER XVI.

SCHOOL HOLIDAYS.

194. The average attendance on which Grant is calculated is the average attendance for the year commencing on 1st April and terminating on 31st March of the following year. During the year each Public Elementary School must be open not less than 400 times if the grant conditions are to be fulfilled and all arrangements for holidays must be made in such a way as to ensure the observance of this condition. Subject to this condition, holidays will be given in accordance with the following paragraphs :—

195. Schools close at noon on the Thursday before Good Friday and remain closed the whole of the following week.
Easter.

196. Schools close on the evening of Friday before Whit-Monday and remain closed the whole of Whit-week, re-opening on the Tuesday morning of the following week.
Whitsuntide.

196a. If Tradesmen's Holiday occurs on the Tuesday and Wednesday of a week, the Schools will be closed on Monday, Tuesday and Wednesday of that week, re-opening on the Thursday morning.
Tradesmen's Holiday.

197. Schools close on the Thursday evening before August Bank Holiday, and remain closed for the four following weeks, re-opening on the Monday morning of the fifth week.
Summer.

198. A Mid-Term Holiday will be granted, consisting of the Friday and Monday nearest to November 1st.
Autumn.

When November 11th, the Anniversary of the 1918 Armistice Day, falls on a school day, the Schools shall be closed on the afternoon of that day.

199. If Christmas Day falls on any day but Friday or Saturday, Schools shall close at noon on Friday in the preceding week. If Christmas Day falls on Friday or Saturday, Schools shall close on the preceding Wednesday evening in the former case or Thursday evening in the latter case. Schools shall re-open on the following Monday fortnight.
Christmas.

200. Schools shall close at noon on Shrove Tuesday for the Shrove Tuesday. remainder of the day.

201. If the minimum number of openings required by the Board of Education allow of it, a half-holiday may be granted monthly to each School, providing that the percentage of attendances in all departments combined reaches 90 per cent. of the number of children on the books. To reduce the calculations required the percentage will be based on complete weeks' attendances. For this particular purpose the month will end on the last Friday of the calendar month and the next month's attendances for this purpose will commence from the following Monday. If through holidays there are less than three complete weeks in any month, no attendance holiday should be claimed for this month.

It is suggested that this half-holiday should be on the first Friday afternoon of the month unless this interferes with cookery or other special classes which may be held that afternoon. It is not desirable to delay taking holidays merely for the purpose of lengthening some other holiday or vacation, although the taking of an attendance holiday may be deferred if there is some special occasion which would render the holiday more of a reward to the children who have earned it.

If it is necessary to close for a School Treat, Attendance Holidays should be utilised as far as possible.

As a rule, all holidays earned in the school year should be taken within that year, except that a holiday earned in March may be taken in April.

202. If the Council of the Borough, or any two members thereof acting on the advice of the Medical Officer of Health require either the closure of the School or the exclusion of certain children for a specified time, with a view to preventing the spread of disease, or any danger to health likely to arise from the condition of the School, such requirement must at once be complied with, but after compliance appeal may be made through the Education Committee to the Board of Education if the requirement is considered unreasonable.

CHAPTER XVII.

CARETAKERS OF ELEMENTARY SCHOOLS.

203. Caretakers are appointed by the Managers subject to the approval of the Education Committee.
Appointment of Caretaker.

204. The Education Committee fix the rate of wages to be paid to the Caretaker of each School.
Rate of Payment The following are the weekly rates fixed from September 1st, 1919:—

Per week			Per week.		
School.	£	s. d.	School.	£	s. d.
Ashburton Rd. ...	1	6	0	Palatine	3 15 0
Bispham Endowed	1	12	0	St. John's	2 7 6
Christ Church	1	12	0	St. Kentigern's R.C.	1 14 0
Claremont	2	10	0	St. Cuthbert's R.C.	1 4 0
Devonshire Rd. ...	4	16	0	South Shore	3 12 0
Revoe	4	10	0	Talbot Road R.C.	1 7 6
Gt. Marton Infant	0	10	0	Victoria.....	2 2 0
Baines' Marton ...	0	18	0	Waterloo	3 7 0

From 25th April, 1920, these rates were increased by 15 per cent. on condition that Caretakers give their assistants a similar increase.

205. The above payments are made for work in connection with Elementary Day Schools and provide all cover all payments for any assistants required, who must be paid by the Caretaker.
Caretakers provide all Assistance.

206. All payments in connection with the Voluntary Schools for matters not connected with Elementary Day School work must be made by the Managers of the respective Voluntary Schools.
Voluntary School Managers pay for own Work.

207. In addition to the above payments the Committee provide cleaning materials, but in the case of Voluntary Schools one-seventh of the cost will be charged to the Voluntary School Managers except in the case of Marton Infants and Bispham Endowed Schools, where one fourteenth will be so charged.
Supply of Cleaning Materials.

208. The Head Master or Mistress of each School will be responsible for the work of the Caretaker and for the general supervision of their School buildings, but in Schools where there is more than one Head Teacher, this responsibility shall rest upon the Head Master alone, or, if no Head Master, then upon the Head Mistress of the Senior Department.
Supervision of Work of Caretaker.

209. The responsible Head Master or Mistress is required **Report on Un-** to report to the Managers any dereliction of **satisfactory work** duty on the part of the Caretaker.

210. After Easter, Mid-summer, and Christmas cleaning **Report after** a written report is required from each res-
Holiday Cleaning ponsible Head Master or Mistress as to the satisfactory nature or otherwise of the cleanliness of the School, and the Caretaker must at all times carry out the instructions of the Head Teacher.

It is desirable that the Chairman of the Managers of each School should visit the School on the morning of re-opening after the vacation in order to inspect the premises and see that the work of the Caretaker has been satisfactorily performed.

DUTIES OF CARETAKERS.

The Committee will hold the Caretaker responsible for the satisfactory performance of the following duties:—

211. 1.—Not later than 7 a.m. to open all the windows for an hour, to light the fires and to place in **Daily Duties.** the rooms a supply of coal ready for use during the day; the date for commencing school fires is left to the discretion of the Head Teacher.

2.—Not later than 8-0 a.m. to dust all desks, seats, window sills, and all other furniture, as well as the hot-water pipes.

3.—Not later than 10-0 a.m. to clear the playground of all paper and rubbish.

4.—To attend to the heating apparatus during the day. In winter the fires of the heating apparatus are to be kept in day and night, and the air as far as possible to be kept at a temperature of between 55 and 60 degrees.

To light all gases when required.

5.—At 12-30 p.m. to throw open all windows for half-an-hour, to flush the urinals and closets, to make up the fires. The Caretaker will remain on the school premises during the dinner hour for the purpose of supervision, and, except for meal times, which shall be fixed in consultation with the Head Master or Mistress, he will also remain within call during school hours, and perform such duties as may be required. Time allowed for meals:—Breakfast, 1 hour; dinner, 1½ hours.

6.—After school meeting, to sweep the main rooms, classrooms, cloak-rooms, lavatories, entrances, passages, staircases, and conveniences, to flush urinals and closets, and to extinguish all fires in the rooms; wet sawdust must always be used in sweeping. The whole of the school premises must be cleared of children by the Caretaker immediately after the close of the afternoon school, unless children are detained by the Head Master or Mistress.

7.—Where Evening Classes are held, to prepare the rooms before the meeting of such classes, and to open the windows for an hour after the close of afternoon school. Attendance and supervision in the playgrounds during the meeting of the evening school to be given so far as necessary, especially on the assembling and closing of the classes. To turn off gas jets each evening. The Caretaker will be held responsible for the careful use of gas, electric light, water and fuel. Under no circumstances whatever must a gas jet be left burning during the night.

212. (8) To wash cloakrooms, lavatories, lavatory basins, entrances, staircases, corridors, fireplaces, and conveniences. Scrubbing is insisted upon. **Weekly Duties.** The swilling of floors is absolutely prohibited.

9.—To put up clean towels and dusters on Monday mornings, and clean towels on Wednesday afternoons, or oftener if required. The towels of both scholars and teachers must always be boiled.

10.—To sweep the playgrounds, clean out gullies, and to keep all gullies and traps properly supplied with water. A pail of clean water should be poured into each trap every Saturday, and oftener if necessary.

11.—To blacklead the grates weekly in winter, and once a month in summer.

12.—To keep a weekly record of the consumption of gas, water and electricity, such record to be presented to the Managers at each Managers' meeting.

13.—It must be distinctly understood that the Caretaker's duties extend to the whole of the premises, both during and out of school hours.

213. 14.—At least once a month to wash the windows both inside and outside, to clean the glass in the classroom doors and partitions. **General Duties.**

15.—At Easter, Midsummer, and Christmas, and oftener if necessary, to wash the floors in schoolroom and class-rooms, and to clean the glass in the partitions. Cookery room floors must be scrubbed fortnightly.

16.—During the Midsummer and Christmas holidays, to sweep down the walls, and, where necessary, to limewash the closets; to wash with soap and water, without soda, the doors, dados, desks, cupboards (inside and outside), and other furniture, and to take down and dust, and, if necessary, sponge the maps and pictures.

17.—Cleaning through should commence on the first day of the School holidays and be completed as early as possible, but in any case all floors and passages must be quite dry for at least 48 hours before the School re-opens.

18.—To wash and re-fill the inkwells and to wash the blackboards when required by the Head Master or Mistress. Inkwells must not be washed in the lavatory basins.

19.—To wash off immediately any writing or drawing on the School walls, or in the conveniences, and to report the matter to the Head Master or Mistress.

20.—Before the School is painted, to remove all pictures, maps, and charts from the walls, together with any other apparatus not stored in cupboards, to some place of security away from dust and dirt.

21.—To see that all Plants in the School building are properly looked after and kept well watered in the absence of the teachers during any of the School holidays.

22.—To put all coals, coke, and firewood into the coal cellar.

23.—To empty the boilers of the heating apparatus the last week in May to prevent corrosion, and to report immediately all repairs required. The boilers to be filled and ready for use the last week in September. In the management of steam boilers, the Boiler Insurance Company's rules are to be strictly observed, and printed instructions carefully studied. See also paragraph 214.

24.—To be present and personally supervise the premises whenever rooms are let, or are required for meetings of which he has due notice.

25.—To report immediately to the Head Master or Mistress any damage to premises or any defects in grates, drains, gutters, fall-pipes, etc.

26.—To take charge of the keys of the School. Any keys that are lost must be replaced at the cost of the Caretaker.

27.—To keep a record of all fuel, light, and cleaning materials supplied to the School, and to report to the Head Master or Mistress at least three days before a supply of coal or coke is needed ; worn-out articles must be shown to the Head Teacher at the time application is made for new ones.

28.—In case of snow or ice being on the ground, to clear all necessary paths before they are needed by the children. The Caretaker is responsible for the cleansing of the public footpaths abutting upon the School premises. During frosty weather, the cold-water pipes should be emptied after a school meeting.

29.—Any tools, apparatus, or materials provided by the Committee are the property of the Education Authority, and must not be taken off the School premises without the permission of the Head Master or Mistress.

30.—Whole time service is to be given to the Committee by the Caretaker of each School having accommodation which the Committee consider require this.

31. Sunday labour, except where absolutely necessary, is strictly forbidden.

32. Holidays must be arranged with the Managers and, if necessary, a proper substitute provided by the Caretaker.

33. After the completion of the necessary cleaning, etc., required to be done during the Summer Holidays, the Managers may allow the Caretaker leave of absence for a period not exceeding a fortnight, and not extending beyond the School Holidays, subject, however, to his providing a substitute, to be approved by the Managers.

34.—To perform the above-mentioned duties, or any other duties that may, from time to time, be required by the Head Master or Mistress, or by the Director of Education.

214. Directions to Caretakers for the Stoking of Boiler for Heating Apparatus.

1. Clear out the ashes from the pit each day, to ensure good draught and also to protect the stand from rusting. If the ashes accumulate up to the fire bars, the latter will be quickly destroyed. Do not let soot remain in the boiler flues. These should be swept twice a week. Clear the fire bars from clinkers night and morning.

2. The check damper in back of flues is to be used in conjunction with the chimney damper, to avoid closing the latter too lightly.

3. The coke should be of fairly uniform size and broken to the size of walnuts.

4. See that the fire bars are kept well covered over, especially at the back, and that they are free from clinker, which should be removed before new fuel is put on. Push the live fuel to the back, and put the bulk of the new fuel near the front of the boiler ; this will cause a slower combustion and less smoke.

5. This should never be left open, except when the boiler is being stoked, or purposely cooled, as it wastes fuel and damages the boiler.

6. This should only be left open when a keen draught is required.

7. Where valves are fixed on the mains, the wheels should be taken off and the opening key kept in the charge of the attendant, or chains and padlocks put on to prevent disturbing the valves.

8. Attend to all air valves daily and liberate any accumulated air.

9. If the boiler is found to be short of water, open the fire door, rake out the fire, but do not put any water in the apparatus until the boiler is cold. Draw off 20 to 40 gallons from the bottom of the boiler three or four times a year to flush out any mud or sediment collected there.

Shortness of Water.

10. The fire should never be let down during frosty weather, but if it should be found to be out do not re-light it until sure that neither boiler nor pipes are frozen.

Frosty Weather.

11. Clean the smoke pipe, chimney, and all fire and flue surfaces of the boiler, taking care to remove any half-burnt fuel, clinker, etc., from the fire-pot. Leave all doors and dampers in boiler and smoke-hood wide open to maintain a constant current of air, and keep the interior surfaces free from condensation, thus preventing corrosion. Leave the apparatus full of water when not working, during the summer months, but carefully empty in the winter, if not in use, to avoid freezing. Carefully clean out the safety valve in the autumn before the apparatus is re-started.

Summer Months.

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CHAPTER XVIII.

HIRE OF SCHOOLROOMS.

215. No rooms shall be let in any building for hours included in the Time Table then existing for the School. The Schools may be hired for use between the hours of 6 p.m. and 10 p.m., so long as there is no interference with any educational work carried on with the sanction of the Committee.

Hours when Available.

216. No room shall be let for the purpose of a committee-room at a Parliamentary or Municipal Election, or for any purpose which may interfere with the primary object for which the buildings were erected, viz., elementary education, or can be reasonably considered a cause of annoyance to the neighbourhood.

Purposes for which Rooms may be hired.

217. No rooms shall be let for use on Sundays except for the purposes of a Sunday School or a Children's Service. The charge to be made by the Managers for the use (if required) of the harmonium or piano belonging to the Department in which the rooms are hired for Sunday School purposes shall be 10s. per annum.

Purposes for which Rooms may be hired.

The School buildings shall not be used for the performance of stage plays or entertainments of a like kind, other than by teachers and scholars. In all cases of concerts or musical entertainments the programme must be submitted for the approval of the Director of Education.

218. The following conditions shall always be observed by those hiring the rooms:—

Conditions of Hiring.

- (A) One clear day's notice to the Director of Education.
- (B) Rent paid in advance.
- (C) No sub-letting allowed.
- (D) Rooms to be used only for the purposes stated in the application.
- (E) No smoking allowed on the School premises.
- (F) No fixtures allowed which will necessitate driving nails into the walls or furniture.
- (G) Placards must not be posted on the School buildings.
- (H) All agreements to let rooms in the School shall be made on the forms supplied by the Education Committee for the purpose.

219. The charges shall be for each ordinary week-night as follow:—

Scale of Charges.

(1) Central Hall, 8s. per night.

(2) Classroom, 3s. per night.

For use of piano a charge of 5s. per night will be made.

In addition a payment of 2s. per room each night must be made direct to the Caretaker.

The length of time covered by one payment under this Scale of Charges shall not exceed four consecutive hours.

220. When two or more rooms are applied for by the same person or persons for more than one occasion, and for any purpose coming under the higher Scale of Charges, a reduction of 20 per cent. shall be made in the aggregate rent. If the Managers find it more convenient to let a large room for any purpose for which a smaller one would be equally suitable, and for which the large room requires after sunset to be only in part artificially lighted, they may let it at the same charge as a smaller one.

The hire shall in all cases be prepaid to the Borough Treasurer, and no arrangement shall be considered complete or binding until such payment has been made.

221. No charge is made for the hire of rooms for the holding of a public meeting for the purpose of furthering the candidature of any person in connection with a Municipal or Parliamentary Election, but a charge of 5s. is made for the heating and lighting, etc., and a payment of 3s. per evening for the Caretaker.

222. Subject to conditions which may be found necessary, the Committee will permit the use of the Schools free of charge for social gatherings of the Teachers and their friends, or for meetings of Teachers' Associations.

223. Managers may, if they deem it desirable, arrange for periodical meetings of the scholars, past and present, or the parents and friends of the scholars, to be held after School hours, at which songs, readings, or recitations by the scholars, or similar entertainments may be given; and for this purpose they shall be allowed the free use of the School buildings. Such meetings are encouraged by the Education Committee.

PART III.

HIGHER EDUCATION.

CHAPTER XIX.

SECONDARY SCHOOLS.

Governors of School. 224. The Blackpool Secondary School is worked under the management of a body of 12 Governors. The Governors form a Special Sub-Committee of the Higher Education Sub-Committee.

School Premises. 225. The School is conducted in the Secondary School (on Raikes Parade) belonging to the Education Committee, with extra rooms as a temporary extension, which are rented from the Trustees of the Raikes Parade Wesleyan Methodist Church and Schools.

Appointment of Teaching Staff. 226. The Teaching Staff is appointed by the Education Committee after a consideration of the recommendation of the Governors.

Scales of Salary. 227. The Scales of Salary for Teachers are fixed by the Education Committee after consideration of the recommendation of the Governors.
See pars. 237-8.

Age of Pupils. 228. The Board of Education require a Secondary School to provide a progressive course of general education of a kind and amount suitable for pupils from 12 to 17 or 18 years of age. If provision is made for pupils below the age of 12, the course must be similarly suitable and in proper relation to the work done in the main portion of the School. A School is not recognised as a Secondary School unless :—

(i.) An adequate proportion of the pupils remain at least four years in the School ;

(ii.) An adequate proportion of the pupils remain in the School up to and beyond the age of 16.

Grant is paid at the rate of £7 per head for children of 12 or over, but only at the rate of £2 per head for children between 10 and 12, while no grant whatever is paid for pupils under 10 years of age.

Curriculum of Ordinary Secondary School Course. 229. The Curriculum must provide instruction in the English Language and Literature, at least one language other than English, Geography, History, Mathematics, Science and Drawing. The instruction in Science must include practical work by the pupils. The Curriculum must make adequate provision for organised games,.

physical exercises, manual instruction, and singing. In a Secondary School for Girls, the Curriculum must include provision for practical instruction in Domestic Subjects such as Needlework, Cookery, Laundry Work, Housekeeping, and Household Hygiene.

230. For those who are qualified to profit by further education, and can remain longer at the Secondary School, special courses of more advanced work are provided. After obtaining a general education up to the age of 16, and passing the School Certificate Examination, a pupil should decide upon the line of study he intends to follow at a University if he intends to enter a University, and should select that particular course of study which will be the best preparation for his later studies. If he is not intending to attend a University he may select a course of work in accordance with his tastes as a preparation for a wise and profitable occupation of his leisure if he enters a business or other career.

An Advanced Course of instruction at a Secondary School must extend over two years, and must be planned to provide instruction for pupils who at its commencement have already reached the stage of general education marked by the standard of an examination such as the School Certificate Examination of the Northern Universities, and should provide a suitable and adequate preparation for pupils proceeding to a University, or a course of study on the lines of University work for those who will not be able to proceed to a University.

231. Modern Studies Courses deal with the languages, literature, and history of the countries of Western Europe in modern and mediæval times. Such a course must include the advanced study of one modern foreign Western European language and literature with the relevant history, together with the History of England and Greater Britain. It must also include either the study of a second modern foreign language or work of good scope and standard in English Language and Literature. In addition some substantial work must be done in subjects other than language, history and literature.

232. This Course should include work in both Science and Mathematics, and its normal constituents though not of necessity equally stressed are Mathematics, Physics and Chemistry. Adequate provision must be made for the study and writing of English, whether in connection with the main subjects of the Course or otherwise. In addition, this Course must provide for some substantial work in language, literature or history.

233. After the four years general Secondary School education from 12 to 16 years of age, pupils are entered for the School Certificate Examinations of the Northern Universities. After the two years' Advanced Course, pupils are entered for the Higher Certificate Examination of the Northern Universities.

234. Part II. of the Education Act, 1902, deals with the powers and duties of Local Education Authorities as regards Higher Education. Section 4 of this part of the Act states as follows:—

**Religious
Instruction.**

(1) A Council, in the application of money under this part of the Act, shall not require that any particular form of religious instruction or worship, or any religious catechism or formulary which is distinctive of any particular religious denomination, shall or shall not be taught, used, or practised in any School, college, or hostel aided, but not provided by the Council, and no pupil shall, on the ground of religious belief, be excluded from or placed in an inferior position in any school, college, or hostel provided by the Council, and no catechism or formulary distinctive of any particular religious denomination shall be taught in any school, college, or hostel so provided, except in cases where the Council, at the request of parents of scholars, at such times and under such conditions as the Council think desirable allow any religious instruction to be given in the school, college or hostel, otherwise than at the cost of the Council. Provided that in the exercise of this power no unfair preference shall be shown to any religious denomination.

(2) In a school or college receiving a grant from, or maintained by, a Council under this part of the Act:—

(A) A scholar attending as a day or evening scholar shall not be required, as a condition of being admitted into or remaining in the school or college, to attend or abstain from attending any Sunday School, place of religious worship, religious observance, or instruction in religious subjects in the School or college or elsewhere; and

(B) The times for religious worship, or for any lesson on a religious subject, shall be conveniently arranged for the purpose of allowing the withdrawal of any such scholar therefrom.

235. The School Holidays are about three weeks at Christmas; six weeks at Midsummer; short holidays at Easter and Whitsuntide; and a Mid-Term week-end.

**Holidays or
Vacations.**

ARTICLES OF GOVERNMENT.

236. The School is conducted in accordance with the following Articles of Government, which have been approved by the Board of Education.

In these Articles "the Council" means the Blackpool County Borough Council. "The Committee" means the Education Committee of the Council.

The Council will maintain a Secondary School for Boys and Girls in the freehold premises belonging to the Council and situate in Raikes Parade, under the name of the Blackpool Secondary School. The School shall be conducted in accordance with these Articles and in such a manner as to be eligible for recognition by the Board of Education as an efficient Secondary School.

(A) There shall be a governing body of the School (in these Articles called the Governors) which shall be constituted as a Sub-Committee of the Higher Education Sub-Committee, and shall, when complete, consist of 12 persons to be appointed by the Committee.

(B) There shall always be amongst the Governors, the Mayor of the Borough, the Chairman of the Education Committee, the Chairman of the Higher Education Sub-Committee, the Chairman of the Elementary Education Sub-Committee and at least two women.

(C) All Governors shall be appointed annually in the month of November and any Governor who at the date of his appointment is a member of the Council, or of the Committee, or of the recommending body, shall on ceasing to be a member thereof, cease also to be a Governor.

(D) No Governor shall receive any remuneration or be interested in the supply of work or goods to or for the purposes of the School or be appointed to be or be a master or mistress in the School.

(E) Any Governor who is absent from all meetings of the Governors during a period of one year, except for some reason approved by the Governors, shall thereupon cease to be a Governor.

(A) The Governors shall in the month of February each year prepare and recommend for the consideration of the Committee and the Council an estimate of the income and expenditure required for the purposes of the School for the 12 months ending 31st March in the following year.

(B) All moneys received by the Governors shall be carried to the Council Fund in such manner as the Committee, subject to the direction of the Council, prescribe, and the funds necessary for the maintenance of the School shall be provided by the Council, and all liabilities incurred by the Governors shall be referred for payment each month to the Higher Education Sub-Committee.

Staff. (A) The Head Master of the School shall be a graduate of a University in the United Kingdom, and shall be employed under a Contract of service determinable only (except in case of dismissal for misconduct or any other urgent cause) upon six months' written notice taking effect at the end of a School Term, which may be given by either side.

(B) The Head Master shall give his personal attention to the duties of the School, and shall not undertake any office or employment interfering with the proper performance of his duties as Head Master.

(c) All Assistant Masters and Mistresses shall be appointed by the Governors after consultation with the Head Master, and shall be employed under a Contract of service determinable only (except in case of dismissal for misconduct or any other urgent cause) upon two months' written notice taking effect at the end of a School Term, which may be given by either side, but such notice shall not be given by the Governors until after consultation with the Head Master.

Organisation. (A) Within the limits fixed by these Articles, the Governors shall prescribe the general subjects of instruction, the relative prominence and value to be assigned to each group of subjects, what reports shall be required to be made to them by the Head Master, the arrangements respecting the School Terms, Vacations and Holidays. They shall take general supervision of the sanitary condition of the School Buildings and arrangements. Subject to the provisions of these Articles with respect to the submission and approval of estimates, they shall fix the number of Assistant Teachers to be employed, and the amount to be paid for the purpose of providing and maintaining proper school plant or apparatus, and awarding prizes.

(B) Before making any rules under the last foregoing clause, the Governors shall consult the Head Master in such a manner as to give him full opportunity for the expression of his views. The Head Master may also from time to time submit proposals to the Governors for making or altering rules concerning any matter within the province of the Governors. The Governors shall fully consider any such expression of views or proposals and shall decide upon them.

(c) Subject to any rules prescribed by or under the authority of these Articles, the Head Master shall have under his control the choice of books, the method of teaching, the arrangement of classes, and generally the whole internal organisation, management, and discipline of the School, including the power of expelling pupils from the School or suspending them from attendance for any adequate cause to be judged of by him, but on expelling or suspending any pupil he shall forthwith report the case to the Governors.

(D) If an aggregate sum is fixed in the estimate for the maintenance of school plant and apparatus and prizes, the Head Master shall determine, subject to the approval of the Governors, in what proportions that sum shall be divided among the various objects, for which it is fixed in the aggregate.

Conditions of Admission. Applications for admission to the School shall be made to the Head Master or to some person appointed by the Governors, according to a form to be approved by them and delivered to all applicants, and the Head Master shall keep a Register of all applications for admission, showing the date of every application and of the admission, withdrawal or rejection of the applicant and the cause of any rejection and the age of each applicant.

Fees. The Fees charged to pupils attending the School shall be as follow :—

(A) £2 3s. 6d. per term (inclusive of Sports Fee, 1/6) for each pupil residing **WITHIN** the Borough area).

(B) £3 4s. 6d. per term (inclusive of Sports Fee, 1/6) for each pupil residing **OUTSIDE** the Borough area.

The School year shall be divided into three terms, commencing 1st September, 1st January and 1st May.

SCALES OF SALARY FOR SECONDARY SCHOOL TEACHERS.

Head Master.

237. No Scale. Present payment, £750 per annum.

Assistant Teachers. 238. Graduates—Men, £210 per annum by £10 per annum to £350 per annum. Graduates, Women—£200 per annum by £10 per annum to £290 per annum. Non-Graduates (if two years College Trained) Men—£180 per annum by £10 per annum to £320 per annum. Women—£170 per annum by £10 per annum to £260 per annum. Principal Assistants have a maximum of :—Men, £380 per annum; Women, £320 per annum.

These Scales are subject to revision for April 1st, 1921.

238. In addition to payments in accordance with the **Extra Payments for Advanced Course Work.** above Scale, grants are made to Teachers who take part in the work of the Advanced Courses in Modern Studies or in Mathematics and Science.

239. (A) In making new appointments, the initial salary **General Condition of Appointment.** is fixed according to qualifications and experience.

(B) All appointments by the Governors of the Secondary School are subject to confirmation by the Education Committee.

(C) Salary will be paid by monthly instalments, so arranged that a teacher shall receive one-third of the year's salary for each full term's work.

(D) In the case of all Assistant Teachers, two months' notice to terminate the engagement is required on either side, such notice to expire at the end of a term.

240. The Regulations for leave of absence and for **Payments during Absence.** payment during absence are the same as for Elementary School Teachers. See Chapter VII.

241. The Caretaker is appointed by the Governors of the Secondary School. The terms of appointment are similar to those for Caretakers of Elementary Schools, each Caretaker providing all assistance required.

Wages : Secondary School, £4 10s. per week ;
Raikes Parade Wesleyan School £1 6s. per week.

This rate is increased by 15 per cent. from 25th April, 1920.

The duties are similar to those of Caretakers of Elementary Schools as given in Chapter XVII. **Duties of Caretakers.** with slight modifications to meet the special needs of the School.

NON-PROVIDED SECONDARY SCHOOLS.

242. The Committee will be prepared to consider the **Capitation Grants to Non-Provided Secondary Schools** question of Capitation Grants to the Governors of a Non-Provided Secondary School, under the following conditions :—

1. The School must be recognised by the Board of Education either as a grant-earning Secondary School or as a Certified efficient Secondary School.

2. The School must be under the management of a body of not less than six Governors, of whom two-thirds are nominated by the owners or shareholders, and one-third by the Blackpool Education Committee.

3. The School must not be conducted for private profit, e.g., the owners or shareholders must not be receiving more than five or six per cent. per annum on the capital invested in the School. The School Accounts must be subject to audit by the Treasurer of the Local Education Authority.

4. If Boarders are admitted to the School, the School Accounts must be kept separate from the Boarding or House Accounts, and aid will only be given towards the expenses of the School.

5. The Governors of the School must admit a certain proportion of Free Placers from the Elementary Schools of the Borough.

6. In any School Year, a Capitation Grant may be paid on behalf of children who are over 11 years of age at the commencement of the School Year and who are irregular attendance at the School, and whose parents or guardians are residents and ratepayers in Blackpool.

(The regulations in this paragraph are still under consideration.)

CHAPTER XX.

SCHOLARSHIPS AND MAINTENANCE GRANTS.

243. (A) Section 4 (4) of the Education Act, 1918, states :—

**Statutory
Authority for
Scholarships
and Grants.**

“Adequate provision shall be made in order to secure that children and young persons shall not be debarred from receiving the benefits of any form of education by which they are capable of profiting, through inability to pay fees.”

(B) Section 23 (2) of the Education Act, 1902, states :—

“The power of a Council to supply or aid the supply of education, other than elementary, shall include power to make provision for the purpose outside their area in cases where they consider it expedient to do so in the interests of their area, and shall include power to provide or assist in providing scholarships for, and to pay or assist in paying the fees of students at schools, or colleges, or hostels within or without that area.”

(C) Section 24 of the Education Act, 1918, states :—

“It is hereby declared that the powers as to the provision of scholarships conferred by sub-section (2) of Section 23 of the Education Act, 1902, and by Section 11 of the Education (Administrative Provisions) Act, 1907, include a power to provide allowances for maintenance.”

(D) Section 11 of the Education (Administrative Provisions) Act, 1907, states :—

“The powers and duties of a Local Education Authority under Part III. of the Education Act, 1902, shall include a power to aid by scholarships or bursaries the instruction in public Elementary Schools of scholars from the age of twelve up to the limit of age fixed for the provision of instruction in a public Elementary School by sub-section 2 of Section 22 of that Act.”

JUNIOR SCHOLARSHIPS.

244. A Junior Scholarships Examination Board will make

**Junior Scholar-
ships Examina-
tion Board.**

the necessary arrangements for the Junior Scholarship Examination. The Board at present consists of the Headmaster of the Secondary School for Boys, the Headmistress of the Secondary School for Girls, the Headmaster of the Palatine Central School for Boys, the Headmistress of the Palatine Central School for Girls, the two Teacher Representatives on the Education Committee, working with the Director of Education.

Scholarships will be granted on the results of the Junior Secondary School Scholarship Examination held in May, subject to the following conditions:—

(A) Children must be under 12 years of age on the 1st August following;

(B) Children must have been in attendance at a Public Elementary School for at least two years immediately preceding the 1st August next following the examination.

(C) Children must be recommended by the Head Master or Mistress of the Elementary School which they attend.

(D) The parents of the children must be resident in the County Borough of Blackpool.

(E) The parents must sign an agreement that the child shall remain at the Secondary School at least four years.

(See Chapter XI., pars. 146 and 147.)

It is proposed also to grant a few Secondary School Junior Scholarships to pupils under 12 years of age who have been in attendance at Schools which are not Public Elementary Schools.

245. The Secondary School Junior Scholarships will consist of exemption from fees only, although in necessitous cases books may be provided free in addition. Each Scholarship will be tenable for the duration of the school life of the pupil, providing the annual report of the Head Master as to the character and progress of the scholar is satisfactory.

**Value of
Secondary School
Junior
Scholarship.**

A few Scholarships may be granted, tenable at a recognised Private or Non-Provided Secondary School equivalent in value to the Secondary School Junior Scholarships.

246. A number of Scholarships (about 6) will be awarded annually to pupils attending the Secondary School, which provide for the remission of fees for one year. These are awarded by the Education Committee on the recommendation of the Governors of the Secondary School, who will be guided to a great extent by the report of the Head Master as to the character and progress of the pupil.

**Secondary School
Governors'
Scholarships.**

247. On the results of the Junior Scholarship Examination, the Committee will be prepared to consider the granting of a few Scholarships of a value up to £12 per annum for two years, to enable specially suitable boys to be educated with a view to employment in the Mercantile Marine.

**Sea Training
Scholarships.**

248. Admission to the Palatine Central School will be granted on the results of the Junior Scholarship Examination.

248a. In necessitous cases the Committee may make grants to enable specially capable children over fourteen years of age to continue their education. Such grants may be used to provide School necessities, or to reduce the cost of maintenance at home.

INTERMEDIATE SCHOLARSHIPS.

249. Intermediate Scholarships, which provide free tuition at the Secondary School and books, together with a Maintenance Allowance of £20 per annum, are granted to candidates who fulfil the necessary conditions, and who wish to take an Advanced Course in either Mathematics and Science or in Modern Studies.

250. (1) Candidates must not be under 15 years of age nor over 18 years of age, on the 1st August following the date of application.

(2) The parents or guardians of candidates must have been bona-fide residents or ratepayers in the County Borough of Blackpool for at least twelve months immediately prior to the 1st August following the date of application.

(3) Candidates must have received as a rule a four years' Course of Secondary Education from 11 to 15 or 12 to 16 years of age by the 1st of August following their application.

(4) Candidates must have passed one of the Examinations recognised by the Board of Education as a First Examination in a Secondary School.

(5) Candidates must be satisfactorily reported upon by the Head Master or Head Mistress of the School at which they have been in attendance, both as to character and ability, and must be recommended as intellectually fitted to profit by a two years' Advanced Course of Secondary School work.

(6) Candidates must undertake to remain for the full two years' Course.

UNIVERSITY SCHOLARSHIPS.

251. The Committee offer for competition each year University Scholarships, of a value of £90 per annum for three years. One Scholarship will be for boys and one for girls.

Additional University Scholarships. 252. Applications will be considered for additional Scholarships from candidates who have shown sufficient promise during their School career and at the University Scholarship Examination to indicate that they are capable of profiting by a University Course.

Conditions of Admission to Examination. 253. Candidates must be over 16 and under 19 years of age on the 1st August immediately following the date of the examination, and must be pupils whose parents or guardians have been bona-fide residents or ratepayers in the County Borough of Blackpool for at least twelve months prior to the 1st August immediately succeeding the date of the examination.

Examination for University Scholarships. 254. The University Scholarships will be awarded on the results of the Higher School Certificate Examination of the Joint Matriculation Board of the Northern Universities, always provided that those candidates who do not hold the Certificate of the Matriculation Examination, or who are not entitled to exemption therefrom, shall satisfy the examiners in the requisite subjects.

Candidates (in 1921 and onwards) must qualify for the Higher School Certificate, by passing in three of the subjects selected from one of the following groups of subjects, and in a fourth subject taken as a subsidiary subject from one of the other groups.

The Groups of Subjects are (in 1920) as follows :—

Group I.—Greek, Latin, Greek and Roman History.
(All three subjects to be taken.)

Group II (A)—English Literature, French, German, Italian, Russian, Spanish, History, Latin, Mathematics. (Three subjects to be taken, of which one must be a language other than English, but not more than two such languages may be taken.)

Group II (B)—Economics, Geography, History, French, German, Italian, Russian, Spanish. (Three subjects to be taken, among which a language and either Economics or Geography must be included.)

Group III.—Pure Mathematics, Applied Mathematics, Physics, Chemistry, Botany, Zoology, Geography.
(Three subjects to be taken.)

N.B.—The Education Committee reserve to themselves the right to withhold the University Scholarships where the attainments of candidates as manifested by examination, do not, in their opinion, justify the awarding of the same.

255. The Scholarship holder must submit for the approval of the Education Committee the name of the University, or College of University standing, it is proposed to attend, together with particulars of the course of study to be undertaken.

Conditions of Award of University Scholarship.

256. For the confirmation or renewal of the Scholarship for the second and third years respectively, the Scholarship holder must present at the end of each academical year a satisfactory report of attendance and progress from the authorities of the University at which the scholar is studying.

Annual Report of Scholars.

257. The Scholarship will be payable in three instalments, £40 at the commencement of the first term of each academical year, and £25 at the commencement of the second and third terms respectively.

Time of Payment.

OTHER SCHOLARSHIPS.

258. The Committee will make a Maintenance Grant of £10 or £15 per annum for two years in special cases towards the College expenses of Student Teachers who enter a Training College for Elementary School Teachers.

Training College Grants.

259. The Committee reserve to themselves the right to postpone the taking up of any Scholarship or to discontinue any Scholarship or Grant in any case where the Committee consider this to be desirable.

Right to terminate Scholarships and Grants.

CHAPTER XXI.

TRAINING OF TEACHERS.

260. The usual course to be followed by boys and girls who wish to become Teachers in Elementary Schools is to serve for two years, from 16 to 18 years of age :—
Training as Elementary School Teachers. 1st year as a Bursar ;
 2nd year as a Student Teacher ;
 Then at the end of the Student Teacher Year to enter a Training College for Elementary School Teachers for two years.

261. Boys and girls who have been in attendance at a recognised Secondary School for three years
Appointment of Bursars. may be appointed as Bursars from the 1st August in any year under the following
for One Year. conditions :—

(A) That application is made to the Director of Education before 1st May in the year of appointment.

(B) That the candidate will be not under 16 years of age on the 1st August following, and not more than 18 years of age.

(C) That the candidate is certified by the Head Master or Head Mistress of the Secondary School as suitable for becoming a candidate for the teaching profession, and that he will so far as can reasonably be expected, be able to pass an examination at the end of the Bursar year which would qualify for admission to a Training College.

(D) That the state of the candidate's health is satisfactory and that he is free from serious bodily defect or deformity. (Each candidate will be medically examined by the School Medical Officer.)

(E) That a declaration has been signed by the candidate and his parents or guardian of the bona-fide intention of the candidate to become a teacher in an Approved School.

(F) That the candidate undertakes to serve as a Student Teacher for one year after completing the period of service as a Bursar, or to enter a Training College.

Bursars must continue in attendance at the Secondary School for a year and must pass during such period of attendance one of the Examinations recognised by the Board of Education as qualifying for admission to a Training College for Teachers.

No School Fees will be charged to the Bursar during the year of Bursarship. A maintenance grant of £20 will be made during the year, one-third of this amount being paid at the end of each term. If a Bursar fails to pass the required examination in all the necessary subjects, he may return to the Secondary School for a further term's education without fee, but only in very exceptional circumstances will any maintenance grant be paid for that term.

261a. In special cases a Bursary for two years may be granted at 15 years of age to suitable and well recommended candidates, £15 for the first year and £20 for the second year.

Student Teachers who have been Bursars. 262. Boys and girls who have been Bursars for a year or for two years, and have passed the necessary qualifying examination referred to above, if they do not enter a training college, must attend at a Public Elementary School for employment or training in the art of teaching for a year. Payment will be made at the rate of £65 per annum for boys, and £52 per annum for girls. The appointment will date as a rule from the 1st August following the last year of attendance at the Secondary School, but from 1st January in cases where an additional term's attendance has been necessary. During the Student Teacher year, the Student Teacher will attend the Secondary School when so required, taking such a course of studies as the Committee may prescribe.

Other Student Teachers. 263. Boys and girls who will be not less than 17 years of age on 1st August, who have not been Bursars, may be appointed as Student Teachers for a year, from the 1st August of any year, provided that they satisfy the School Medical Officer as to their physical fitness and have passed an examination which will qualify them for admission to a Training College. Such Student Teachers must certify that they are desirous of being trained as Elementary School Teachers and intend to enter Training Colleges.

Bursars taking an Advanced Course. 264. If a Bursar wishes to take a two years' Advanced Course in Modern Studies or in Mathematics and Science at the Secondary School, he may postpone his Bursarship for a year, becoming a Bursar at the age of 17 instead of 16. In this case he would take the second year work of the Advanced Course during his Bursar year, then either serve a year as a Student Teacher or enter a Training College direct.

Training College authorities generally require a student to have had at least six weeks' experience of work in a school if he has not been a Student Teacher.

Domestic Subjects Teachers. 265. A girl desirous of becoming a Domestic Subjects Teacher should qualify for and become a Bursar for one year or two years at the Secondary School, serve a year as a Student Teacher at the Palatine Central Girls' School, paying special attention to the teaching of Domestic Subjects, and finally enter a Training College for Teachers of

Domestic Subjects. Such candidates are eligible for maintenance grants or payments of the same amounts as Bursars and Student Teachers who enter a Training College for Elementary School Teachers.

266. Boys or girls who wish to become Teachers in Secondary Schools should

Training for (A) Take a two years' Advanced Course
Secondary School either in Modern Studies or in Mathematics
Teachers. and Science at the Secondary School from
 16 to 18 years of age;

(B) Attend a University for three or four years to obtain a University degree; and then

(C) Attend a Training College for Secondary School Teachers for a year, and obtain the Teacher's Diploma of some University.

See paragraphs 249 to 257 for particulars of Scholarships available for candidates desirous of attending for an Advanced Course at the Secondary School, and for attendance at a University.

CHAPTER XXII.

TECHNICAL AND CONTINUATION SCHOOLS.

N.B.—Particulars of the Continuation Classes to be held each Session are given in the “**Prospectus of Arrangements for the provision of Further Education by means of Evening Classes, Lectures, etc.,**” which is issued annually.

267. The Continuation Schools Special Sub-Committee will act as Managers of the Technical and Evening Continuation Schools.

Continuation Schools Committee.

268. Managers should visit the Schools to check the Registers, to talk over matters with the teachers, and to encourage both pupils and teachers.

Visitation of Schools.

269. The use of any ordinary Day School apparatus will be allowed for Continuation School work but no extra expenditure must be caused to the Day School by reason of Continuation Class requirements.

Use of Day School Apparatus

270. Requisitions may be sent in for materials required for Continuation Class work which are not required for Day School work. In special cases an apportionment of the cost of certain materials may be made between the Day Schools and the Continuation Schools. Requisitions should be sent to the Director of Education as early in the term as possible. The cost of Science Apparatus and Chemicals used at the Secondary School in the day, and in the Technical School in the evening, will be charged three-quarters to the Secondary School and one-quarter to the Technical School.

Requisitions.

271. Every Student on joining a School or Class must fill up an Admission Form which the teacher will examine to see that the required information is accurately given. This information should be entered in the Admission Register, which must be kept up-to-date.

Admission Register.

272. The Attendance Registers must be marked punctually and closed in accordance with the Time Table. Teachers will be held responsible for the strict observance of this Regulation. A separate Register should be used for each class. The average attendance of any class for any period shall be obtained by dividing the total number of attendances of the same by the number of times the Register has been marked during the period.

Registration of Attendance.

Discontinuance of a Class. 273. The Committee reserve to themselves the right to close any class where, in their opinion, the attendance does not justify the continuance of the same, and to dispense with the service of the teacher without further notice.

Conditions of Admission. 274. Scholars under fourteen years of age should not as a rule be admitted to the Continuation Schools, but all day scholars who intend leaving school before the end of the evening school session should be encouraged to attend Continuation Classes during their last few months at the Day School, and free tickets are issued to such pupils. Students are accepted on the conditions that they present themselves for the examinations if required to do so, and exhibit the work done during the session, and the examination fees of those who have attended regularly, and have been recommended by the teachers, will be paid by the Education Committee.

Fees. 275. All fees are payable in advance. The fees payable are as follow:—

Technical School: 5/- for a Course of Subjects; 7/6 if less than a full course is taken.

Palatine Central Commercial School: 3/6 for a full course.

Evening Continuation Schools: 2/6 for a full Course.

Exemption from Fees. 276. (1) No fee will be charged during a session to any pupil of an Evening School whose name appeared on a Day School Register during the year ending 31st March immediately preceding and who is legally exempt from further attendance at a Day School.

(2) The Fees in all cases include the Examination Fee payable on account of each student.

(3) Pupils who make 75 per cent. of the total possible attendances in any recognised Course of Subjects during the session will be exempt from the payment of Fees in the succeeding session, providing they sit for examination, if required. This does not apply to single subjects.

Courses of Work. 277. The Committee desire that the Schemes of Work shall coincide as far as possible with the Syllabuses issued by the City & Guilds of London Institute, the Royal Society of Arts, the Union of Lancashire and Cheshire Institutes, the Institute of Certificated Grocers, or the National Association of Local Government Officers. All students who have made 75 per cent. of the possible attendances at a class should sit for the appropriate examination.

Evening Continuation Schools—

These provide Courses of Preliminary Education :—

1st and 2nd year Preliminary Technical (or Trade) Courses.

1st and 2nd year Preliminary Commercial Courses.

1st and 2nd year Preliminary Domestic Courses.

The Palatine Central Commercial School—

This School provides more Advanced Commercial Courses :
3rd, 4th, and 5th Year Commercial Courses.

1st and 2nd Year Local Government Courses.

The Technical School—

This School provides more Advanced Technical and Domestic Courses.

Fuller particulars of the Courses are given in the Further Education Prospectus issued annually by the Committee.

278. Each pupil under 18 years of age is required to take a full course of instruction unless exemption be granted by the Director of Education on the recommendation of the Head Master, made after a personal interview with the pupil.

279. Teachers are appointed subject to four weeks' notice of termination of duty on either side, except where the Committee decide to discontinue a class, in which case they may dispense with the service of the teacher without further notice.

280. All Teachers must be in attendance ten minutes before the time of opening the school or class, and must enter their time of arrival and time of leaving in the Time Book provided for the purpose.

Salary of Teachers

The rates of payment for the 1920-21 Session are under revision.

281. For the 1919-20 Session, the following Salaries were paid :—

Head Teachers :

Continuation Schools : £18 per session per evening.

Palatine Central Commercial School : £20 per Session per evening.

Technical School : £20 per Session per evening.

Assistant Teachers :

Course and Year.	Rates per evening of 2 hours	
Domestic, 1st, 2nd and 3rd years	9/- to 11/-	after 2 yrs. service
Technical, 1st year	9/- to 11/-	„
Technical, 2nd year	10/- to 12/-	„
Technical, 3rd year	12/- to 14/-	„
Technical, 4th year	12/- to 14/-	„
Commercial, 1st Year	9/- to 11/-	„
Commercial, 2nd year	9/- to 11/-	„
Commercial, 3rd Year	10/- to 12/-	„
Commercial, 4th and 5th Years	11/- to 13/-	„

282. **Head Teachers** should forward the claim for Salaries each month, made up to the end of the preceding month. To assist in making out their claims, teachers' Time Sheets will be provided. These must be carefully posted up every evening, and must be shown fully entered up-to-date whenever called for.

283. **Head Teachers** must immediately notify the Director of Education when either they or any of their Assistants are unable to attend on account of sickness.

284. **Substitutes** for absent teachers will not be recognised for payment unless notified to the Director of Education in writing either before the substitution or as early as possible afterwards.

285. **The Head Teacher** of each School or Class will be held responsible for the Registers being properly kept and completed at the end of the year, and for the collection of all fees or other receipts in connection with the School. Such monies shall be paid to the Director of Education monthly, or at such intervals as the Director may desire.

The Head Teacher will be expected to prepare any returns required by the Education Committee or the Board of Education, and to write systematically to absentees on cards to be provided for the purpose.

286. **Head Teachers** must forward to the Director of Education a Monthly Report, on forms provided specially for the purpose.

287. **Head Teachers** will be held responsible for any damage to furniture, books or apparatus which may occur during the meeting of the classes.

238. Teachers have authority to suspend pupils for serious misconduct (provided that such cases are reported to the Head Teacher forthwith) but no pupil may be dismissed without the previous written consent of the Committee.

Suspension of Students.

DAY CONTINUATION SCHOOLS.

289. It is proposed that from September, 1921, Day Continuation Schools shall be provided, and attendance at these Schools will be compulsory from the period when a pupil leaves the Day School up to the age of 16 years. From September, 1928, Continuation School Education will be compulsory up to 18 years of age, unless the pupil has received full time education up to the age of 16 years at a School recognised by the Board of Education as efficient, or has been under suitable and efficient instruction in some other manner.

Day Continuation Schools.

Pupils must attend Day Continuation Classes for 320 hours during the year. A special Curriculum will be arranged for these pupils.

CHAPTER XXIII.

WORK OF THE JUVENILE EMPLOYMENT BUREAU.

Scheme adopted by the Local Education Authority for the exercise of powers under the Education (Choice of Employment) Act, 1910.

(Approved by the Board of Education on the 23rd day of August, 1913.)

290. 1.—The Authority will exercise their powers under the Education (Choice of Employment) Act, 1910, for giving to boys and girls under 18 years of age assistance with respect to the choice of suitable employment.

2.—(A) For the purpose of the exercise of these powers, the Education Committee shall appoint a Special Sub-Committee, to be known as the “Juvenile Employment Sub-Committee,” and to be constituted as follows:—

(1) The members of the Evening Schools Sub-Committee, consisting of 11 members of the Education Committee, including the Chairman, the Chairman of the Higher Education Sub-Committee, the Chairman of the Elementary Education Sub-Committee, and two ladies, in addition to the co-opted persons in close touch with local trades and crafts.

(2) The Primary School Teachers’ representatives on the Education Committee.

(B) The Divisional Officer of Employment Exchanges for the district, and the Manager of the Blackpool Employment Exchange, or their representatives, shall be invited to attend the meetings of the Sub-Committee, but will not be members thereof.

3.—It shall be the duty of the Sub-Committee, subject to any directions of the Education Committee :

(A) To arrange for suitable information and advice with regard to the choice of employment to be given to boys and girls directly or through their parents, both before and after they leave school.

(B) To co-operate with the Local Labour Exchange officers in registering applications of boys and girls for employment, and in selecting applicants for suitable vacancies.

(C) To advise the Ministry of Labour in regard to the management of the Employment Exchange in relation to juvenile applicants for employment.

4.—In carrying out their duties, the Sub-Committee shall :

(A) Take every opportunity of encouraging boys and girls to continue their education after leaving the elementary schools.

(B) Study the conditions of employment as these affect the prospects of boys and girls, and the needs and facilities for continued education, for which purpose the officers of the Employment Exchange will furnish the Sub-Committee with all the information in their power with regard to the prospects and conditions of employment.

(c) Make use, as far as possible, of apprenticeship committees, local associations, and other organisations, and take such further steps as may seem desirable for the purpose of promoting the welfare of children up to the age of 18 years.

5.—In carrying out the duties, the Sub-Committee shall have at its disposal the services of the Director of Education, and such other members of the Education Office Staff as may be required.

6.—The work of the Sub-Committee in connection with the registration of applications for employment shall be conducted by a Central Office to be established jointly by the Authority and the Ministry of Labour, under the name of the "Blackpool Juvenile Employment Bureau," and to be situated in the Education Office, Blackpool. An officer or other representative of the Sub-Committee shall be regularly available at the Bureau at such hours as may be determined by the Sub-Committee, in order to interview applicants for employment.

7.—(A) The Head Teacher of every Day School shall furnish the Sub-Committee with information as regards employment, concerning every pupil leaving the school, and with a report as to the character, conduct, and capabilities of the pupil. The Sub-Committee shall also be furnished with a copy of any report made by the School Medical Officer on such pupil, and of any school record or leaving card given to the pupil on leaving school.

(B) If any pupil has not within one month before leaving, obtained suitable employment, and the assistance of the Committee is required on his behalf, the Head Teacher shall forward to the Sub-Committee an application on the form prescribed for the purpose.

8.—Boys and girls desiring employment, who have left school and who are below the age of 18, shall apply in person at the Bureau, and will be registered there. Arrangements will be made for them to be interviewed either at the time of registration or as soon as possible thereafter, in order that they may be fully advised before vacancies for employment are brought to their notice, and that the desirability of continuing their general education may be impressed upon them.

9.—All applications for employment which reach the Bureau either from the schools or from individual applicants, shall at once be made available for the use both of the Sub-Committee, and of the Employment Exchange.

10.—The Officer of the Employment Exchange, acting in fullest co-operation with the representative of the Sub-Committee, will be responsible for—

(A) Bringing the facilities offered by the Juvenile Employment Bureau, and the utility of its work, under the notice of local employers. (All circulars issued to employers in connection with the Scheme shall be jointly approved and signed by the Director of Education and an Officer of the Employment Exchange.)

(B) Registering all notifications of vacancies received from employers.

(C) Submitting to employers, with the consent of the Officer of the Sub-Committee, the names of suitable applicants for vacancies.

11.—The Officer of the Employment Exchange will in all cases inform the representative of the Sub-Committee as to the manner in which each vacancy is ultimately filled.

PART IV.

MISCELLANEOUS.

APPENDIX I.**MEMBERS OF THE EDUCATION COMMITTEE.**

Council Members :

- HIS WORSHIP THE MAYOR** (Councillor E. H. HOWE), 19, Watson's Lane, Blackpool.
Alderman BLUNDELL, J.P., "Lindenlea," Hornby Road, Blackpool.
Alderman BROADHEAD, J.P., "Seafield," South Promenade, Blackpool.
Alderman COLLINS, J.P., "Limefield," Newton Drive, Blackpool.
Alderman HILL, J.P., 110, Hornby Road, Blackpool.
Alderman HEAP, J.P., "Red Lees," Park Avenue, Blackpool.
Councillor CROWTHER, J.P., 16, Bryan Road, Blackpool.
Councillor FIELDING, J.P., "The Knowle," Warbreck, Blackpool.
Councillor FLETCHER, "Norville," Warbreck Hill Road Blackpool.
Councillor GRUNDY, 40, Dean Street, Blackpool.
Councillor LUMB, J.P., "Lynton," Cleveleys Park, Cleveleys, Blackpool.
Councillor MITCHELL, J.P., 123, Adelaide Street, Blackpool.
Councillor POTTER, 48, Bryan Road, Blackpool.
Councillor SCHOLES, J.P., 31, Raikes Road, Blackpool.
Councillor TATHAM, 5, Beechfield Avenue, Blackpool.
Councillor TOMLINSON, 115, Central Drive, Blackpool.
Councillor WORDEN, 345, Lytham Road, Blackpool.

Nominated by The Teachers' Association :

- Mr. J. R. RIGBY**, 115, Raikes Road, Blackpool.
Miss A. SCHOFIELD, 16, Woodland Grove, Blackpool.

Nominated by The Private Schools' Association :

- Mr. F. T. PENNINGTON**, Arnold House School, Blackpool.

Nominated by the Church of England Elementary Schools' Association :

- Rev. A. W. R. LITTLE, M.A.**, The Vicarage, Park Road, Blackpool.

Nominated by the Free Church Council :

Rev. F. HIBBERT, 44, Queen's Gate, North Promenade,
Blackpool.

Nominated by the Roman Catholic Elementary Schools' Association :

Rev. E. LUPTON, The Presbytery, Crystal Road, Blackpool.

Nominated by the Chamber of Trade :

Mr. G. FOX, Church Street, Blackpool.

Nominated by the Trades and Labour Council :

Mr. E. STEVENSON, 10, William Street, Blackpool.

Nominated by the Literary and Scientific Society :

Sir CUTHBERT GRUNDY, J.P., 326, Lytham Road, Blackpool.

Co-opted by the Council :

Mr. C. J. E. COOP, J.P., 17, Abingdon Street, Blackpool.

Mr. E. LEIGH, J.P., " Brandenburg House," Poulton-le-Fylde.

Mr. W. ROSS, J.P., 47 Queen's Gate, North Promenade,
Blackpool.

Mrs. M. A. ASHWORTH, Lockwood Avenue, Poulton-le-Fylde.

Mrs. M. B. EDWARDS, " Sandiway," Holmfield Road, Blackpool.

OFFICERS OF THE EDUCATION COMMITTEE :

Clerk to the Local Education Authority	D. L. HARBOTTLE
	LL.B., Town Clerk.
Director of Education	A. E. IKIN,
	LL.D. (Lond.), B.Sc. Hons. (Lond.),
Treasurer to the Local Education Authority	W. BATESON, A.C.A.
	Borough Treasurer.

General Office Staff :

Chief Assistant	A. KAY
Chief Clerk	F. WORSLEY
Clerk	A. B. MILLS
Clerk	F. MARRIOTT
Clerk	S. DIGGLE
Clerk	Miss M. DAVIS

School Medical Department :

School Medical Officer	Miss M. ADAMS,
				M.B., Ch.B., D.P.H.
School Dentist	T. B. PATTERSON,
				L.D.S.

Organiser and Instructor for Physical

Exercises	T. VAUGHAN
School Nurse	Miss J. L. SHIELDS
School Nurse	Miss I. SMYTHE
School Dentist's Assistant	Miss D. CUNLIFFE

School Attendance Department :

Superintendent Attendance Officer	...	C. WRIGLEY
Attendance Officer	...	J. E. WALKDEN
Attendance Officer	...	J. ELLISON
Attendance Officer	...	W. MEADOWS

LIST OF MEMBERS OF SUB-COMMITTEES, 1919-20.**Elementary Education Sub-Committee :****Higher Education Sub-Committee :****Finance and General Purposes Sub-Committee :**

ALL THE MEMBERS OF THE EDUCATION COMMITTEE.

School Attendance Special Sub-Committee :

The MAYOR	Rev. A. W. R. LITTLE
Alderman BROADHEAD	Rev. E. LUPTON
Alderman COLLINS	Mr. C. J. E. COOP (Chairman)
Alderman HILL	Mr. G. FOX
Councillor CROWTHER	Mr. E. LEIGH
Councillor FIELDING	Mr. F. T. PENNINGTON
Councillor FLETCHER	Mr. J. R. RIGBY
Councillor GRUNDY	Mr. W. ROSS
Councillor POTTER	Mr. E. STEVENSON
Councillor SHOLES	Mrs. M. A. ASHWORTH
Councillor TATHAM	Mrs. M. B. EDWARDS
Councillor WORDEN	Miss A. SCHOFIELD
Rev. F. HIBBERT	

Medical Treatment Special Sub-Committee :

Alderman COLLINS (Chairman)	Mr. C. J. E. COOP
Councillor CROWTHER	Mr. F. T. PENNINGTON
Councillor FLETCHER	Miss A. SCHOFIELD

Sites and Buildings Special Sub-Committee :

The MAYOR	Councillor MITCHELL
Alderman COLLINS	Councillor SHOLES
Alderman HEAP	Councillor TATHAM
Alderman HILL	Mr. C. J. E. COOP
Councillor FIELDING	Mr. E. LEIGH
(Chairman)	Mr. F. T. PENNINGTON
Councillor LUMB	

Governors of the Secondary School :

The MAYOR	Rev. A. W. R. LITTLE
Alderman BROADHEAD	Rev. E. LUPTON
Alderman COLLINS	Mrs. EDWARDS
Alderman HEAP (Chairman)	Mrs. ASHWORTH
Councillor FLETCHER	Mr. F. T. PENNINGTON
Rev. F. HIBBERT	Mr. E. LEIGH

Continuation Schools Special Sub-Committee

AND

Juvenile Employment Special Sub-Committee :

Alderman COLLINS	Mr. J. R. RIGBY
Alderman HILL	Mrs. ASHWORTH
Councillor MITCHELL	Mrs. EDWARDS
Councillor SCHOLES	Rev. F. HIBBERT
Councillor GRUNDY	Mr. C. J. E. COOP
Sir CUTHBERT GRUNDY	Mr. G. FOX
Mr. W. ROSS	Mr. E. LEIGH
Rev. A. W. R. LITTLE	Mr. E. STEVENSON
(Chairman)	

Lectures Special Sub-Committee :**Council Members—**

Alderman COLLINS	Councillor TATHAM
(Chairman)	Councillor TOMLINSON
Councillor FLETCHER	Councillor MITCHELL

Nominated by Trades and Labour Council—

Mr. E. FORD

Nominated by Workers' Educational Association—

Mr. E. STEVENSON

Nominated by Teachers' Association—

Miss A. SCHOFIELD

Nominated by Literary and Scientific Society—

Mr. WYKEHAM PARRY

Nominated by Blackpool Tradesmen's Association—

Councillor D. DICKINSON

Nominated by Municipal Officers' Guild—

Dr. E. W. REES-JONES

Co-opted Members—

Mr. E. LEIGH	Mr. J. TURRAL
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Licences for Entertainments Special Sub-Committee

The MAYOR	Sir CUTHBERT GRUNDY
Alderman COLLINS	Rev. F. HIBBERT (Chairman)
Alderman HILL	Mr. F. T. PENNINGTON
Councillor FLETCHER	Mr. W. ROSS
Councillor MITCHELL	Mr. E. STEVENSON
Councillor SCHOLES	

APPENDIX II.

LIST OF MANAGERS OF SCHOOLS, 1919-20.

Ashburton Road School :

Mrs. M. B. EDWARDS (Chairman)	Rev. F. HIBBERT
Councillor FIELDING	Mr. W. ROSS
Councillor FLETCHER	Mrs. M. A. ASHWORTH

Bispham Endowed School :

Foundation Managers :	Council Managers :
Rev. Canon G. LEIGHTON (Chairman)	Councillor LUMB
Mr. C. H. COOP	Mrs. M. B. EDWARDS
Mr. C. SMITH	
Mr. J. GROUNDS	

Christ Church C. of E. School :

Foundation Managers :	Council Managers :
Mr. J. GILL (Chairman)	Councillor MITCHELL
Rev. S. SCHOR	Councillor TATHAM
Mr. W. ROWLEY	
Mr. J. CALKELD	

Claremont Council School :

Councillor FIELDING (Chairman)	Mr. W. ROSS
Councillor FLETCHER	Mrs. M. A. ASHWORTH
Rev. F. HIBBERT	Mrs. M. B. EDWARDS

Devonshire Road Council School :

Alderman BLUNDELL (Chairman)	Rev. F. HIBBERT
Alderman COLLINS	Mr. E. STEVENSON
Councillor CROWTHER	Mr. J. MOSELEY
Councillor FLETCHER	Mrs. M. A. ASHWORTH
Councillor SCHOLES	

Great Marton Infants' School :

Foundation Managers :	Council Managers :
Rev. J. CRABTREE (Chairman)	Councillor TATHAM
Mr. T. HILL	Mr. C. J. E. COOP
Mr. R. HILL	
Mr. R. CARDWELL	

Marton Baines' Endowed School :

Foundation Managers :	Council Managers :
Rev. J. CRABTREE (Chairman)	Councillor TATHAM
Mr. J. FERGUSON	Mr. C. J. E. COOP
Mr. E. CARDWELL	
Mr. J. RAWCLIFFE	

Palatine Central School :

Alderman BROADHEAD (Chairman)	Councillor MITCHELL
Alderman HEAP	Mr. G. FOX
Councillor WORDEN	Mrs. M. A. ASHWORTH
Councillor CROWTHER	Mrs. M. B. EDWARDS
Rev. A. W. R. LITTLE	

Revoe Council School.

Councillor FLETCHER (Chairman)	Mrs. M. B. EDWARDS
Alderman HILL	Mr. E. STEVENSON
Councillor SCHOLES	Mr. W. J. CUNLIFFE
Councillor WORDEN	

St. John's C. of E. School :

Foundation Managers :	Council Managers :
Rev. A. W. R. LITTLE (Chair-	Councillor SCHOLES
Mr. J. BRIDGE	man)

St. Kentigern's R.C. School :

Foundation Managers :	Council Managers :
Rev. J. BLUNDELL (Chairman)	Alderman COLLINS
Mr. G. SMITH	Mr. C. J. E. COOP
Mr. J. WALMSLEY	
Mr. T. SWARBRICK	

St. Cuthbert's R.C. School :

Foundation Managers :	Council Managers :
Rev. E. LUPTON (Chairman)	Alderman BROADHEAD
Mr. W. KAY	Councillor GRUNDY
Mr. W. KIRKHAM	
Mr. W. TOOTILL	

South Shore Council School :

Alderman BROADHEAD	Mr. E. LEIGH (Chairman)
Councillor WORDEN	Mr. F. T. PENNINGTON
Councillor GRUNDY	Sir CUTHBERT GRUNDY
Mr. C. J. E. COOP	

Talbot Road R. C. School :

Foundation Managers :	Council Managers :
Rev. R. F. MOSS (Chairman)	Alderman HEAP
Rev. J. RILEY	Alderman BROADHEAD
Mr. J. WHITESIDE	
Mr. J. DEAKIN	

Victoria C. of E. School :

Foundation Managers :	Council Managers :
Dean LINDON PARKYN	Councillor TOMLINSON
(Chairman)	Mr. G. FOX
Mr. A. V. BARKER	
Mr. D. H. DOBSON	
Mr. H. M. JOHNSON	

Waterloo Council School :

Councillor SCHOLES	Mr. C. J. E. COOP
Alderman HILL	Sir CUTHBERT GRUNDY (Chair-
Mrs. EDWARDS	Mr. E. STEVENSON
Rev. F. HIBBERT	man)

APPENDIX

ELEMENTARY

COST OF SCHOOL SITES, BUILDINGS,
(From the Abstract of the

Name of School.	Opened.	Area of site in square yards.	Site, etc. (including street works, sewerage, etc.)
Council Schools.			£ s. d.
Revoe	1902. 7th April.	7240	2410 16 4
Devonshire road ..	1903. 24th February	8354	3175 5 10
Thames road	1903. 27th April.	10380	3690 17 1
Waterloo road ..	1907. 2nd May.	8600	2216 15 7
Waterloo road Infant	1915 12th April.		
Claremont	1907. 2nd May.	9523	2148 13 1
Revoe Infant	1911 1st September	3048	873 14 8
Devonshire road Infant	1911 1st September	4420	250 0 0 1113 4 4 }
Palatine	1913 1st September	10308	2375 3 11
Proposed School, Layton ...	— *1904	8643	632 4 2
Ashburton road ..	24th June.	1357	

* Date of purchase by Blackpool Education

III.

EDUCATION.**AND EQUIPMENT, at 31st March, 1918.**

Treasurer's Accounts. 1917-8.)

COST OF		Total cost to date.	Accommoda- tion provided.	Net cost per unit of accommodation.
Buildings.	Fixtures. furniture, and fittings.			
£ s. d.	£ s. d.	£ s. d.		£ s. d.
16753 2 11	1288 2 2	20452 1 5	1260	16 4 8
17881 13 4	1777 9 9	22834 8 11	1020	22 7 4
20430 9 2	1662 11 10	25783 18 1	1081	23 17 0
10420 16 10	469 3 3	13106 15 8	780	16 16 1
7806 14 4	468 10 1	10423 17 6	540	19 6 1
6429 7 1	265 12 8	7568 14 5	320	23 13 0
5705 12 4	249 5 6	7318 2 2	500	14 12 9
14437 9 11	1167 3 4	17979 17 2	1310	13 14 6
—	—	632 4 2	—	—
2295 2 6		2295 2 6	210	10 8 7

Authority (previously a voluntary school).

COST OF SCHOOL BUILDINGS.**HIGHER EDUCATION.****Secondary School, Raikes Parade.**

The Secondary School, including the playground, stands on an area of 5,925 square yards of land. The land in front of the School, now occupied by gardens, containing 2,404 square yards, was purchased at the same time, together with the triangular plot at the corner of Leamington Road and Raikes Parade, containing 572 square yards. The purchase money was £15365 4s. 0d. The total cost of the Secondary School was £23,297 10s. 11d.

Secondary School for Girls.

A Site of between 4 and 5 acres is being purchased for a Secondary School for Girls. This is bounded by Beach Avenue and the continuation of Forest Gate. The School when built will overlook the Blackpool New Park. The purchase money of the site will be about £3,500.

Palatine Road Site.

A Site for a Technical College and Continuation School has been purchased adjoining Palatine Road. The area is 17,800 square yards. The purchase money for the Site was £4,809.

CENTRAL SCHOOLS.**Claremont Road Site.**

A Site for a Central or Senior School for the North of the Borough has been obtained. The total area is 23,465 square yards, and the purchase price was £4,355.

APPENDIX IV.

COMPULSORY PURCHASE OF SCHOOL SITES.

Section 34 of the Education Act, 1918, states :—

(1) A Local Education Authority may be authorised to purchase land compulsorily for the purpose of any of their powers and duties under the Education Acts, by means of an order submitted to the Board of Education and confirmed by the Board in accordance with the provisions contained in paragraphs (1) to (13) of the First Schedule to the Housing, Town Planning, etc., Act, 1909, and those provisions shall have effect for the purpose, with the substitution of the Board of Education for the Local Government Board, of the Local Education Authority for the local authority, and of references to the Education Acts for reference to this Act :—

Provided that—

- (A) The Board of Education shall not confirm any such order even when unopposed if they are of opinion that the land is unsuited for the purpose for which it is proposed to be acquired ;
- (B) An order for the compulsory purchase of land in the administrative County of London shall be subject to the provisions of sub-section (2) of Section 2 of the Education (London) Act, 1903 ;
- (c) An order for the compulsory purchase of land which by Section 45 of the Housing, Town Planning, etc., Act, 1909, is exempt from compulsory acquisition for the purposes of Part III. of the Housing of the Working Classes Act, 1890, shall be provisional only and shall not have effect unless and until it is confirmed by Parliament.

(2) The powers given by this Section in relation to the compulsory purchase of land by the Local Education Authority shall be in substitution for any other powers existing for that purpose, but without prejudice to any powers conferred by any Provisional Order confirmed by Parliament before the appointed day.

The Education (Compulsory Purchase) Regulations, 1919.

The following Regulations, dated 18th November, 1919, were issued by the Board of Education :—

Article 4—(1) Before submitting the Compulsory Order to the Board for confirmation, the Local Education Authority shall cause the same to be published by advertisement in two successive weeks in one or more of the local newspapers circulating in the area of the Local Education Authority and in the parish or parishes in which the land to which the Compulsory Order relates is situated.

(2) The advertisements shall be headed respectively "First Advertisement" and "Second and Last Advertisement," and the first of the said advertisements shall be published not later than one calendar month after the making of the Compulsory Order.

(3) Each of the said advertisements shall contain in addition to a copy of the Compulsory Order a notice setting out the following particulars:—

- (A) A statement that any objection to the Compulsory Order must be presented to the Board of Education within the period of one calendar month from and after the date of the publication of the second and last advertisement, and
- (B) A statement of the period, times and place or places during and at which the deposited plan referred to in the Schedule to the Compulsory Order may be inspected by or on behalf of any person interested in the land to which the Compulsory Order relates.

(4) The plan referred to in the Schedule to the Compulsory Order shall be deposited by the Local Education Authority not later than the date of publication of the first advertisement at a place convenient for the purposes of inspection, and shall be kept deposited thereat till the expiration of a period not being less than one calendar month from the date of the publication of the second and last advertisement; and the said plan shall be open for inspection by any person interested or affected, without payment of any fee, at all reasonable hours on any week-day during the said period. The Local Education Authority shall also make suitable provision for affording to any such person inspecting the said plan any necessary explanation or information in regard thereto.

Article 5—(1) The Local Education Authority shall, not later than the date of publication of the first advertisement, cause notice of the Compulsory Order to be given to every owner, lessee, and occupier of the land to which the Compulsory Order relates, and every such notice shall include a copy of the Compulsory Order, to which shall be appended a notice containing the particulars mentioned in paragraph (3) of Article 4 of this Order.

(2) The Local Education Authority shall furnish a copy of the Compulsory Order, free of charge, to any person interested in the land to which the Compulsory Order relates, upon his applying for the same.

Article 6—The period within which an objection to a Compulsory Order may be presented to the Board of Education by a person interested in the land to which the Compulsory Order relates shall be the period of one calendar month from and after the date of the publication of the second and last advertisement of the Compulsory Order.

Article 7--(1) The Local Education Authority shall as soon as practicable after the confirmation of the Compulsory Order cause a copy of the Compulsory Order as confirmed to be served on every owner, lessee, and occupier of the land to which the Compulsory Order relates.

(2) A copy of the Compulsory Order as confirmed shall be furnished free of charge by the Local Education Authority to any person interested in the land authorised to be purchased upon his applying for the same, and a copy of any plan to which reference is made in the Compulsory Order as confirmed shall also be furnished by the Local Education Authority to any such person upon his applying for such copy and paying the reasonable cost of preparing the same.

Article 8. Every notice or other document which in pursuance of paragraph (1) of Article 5 or of paragraph (1) of Article 7 of this Order is required to be given or served by the Local Education Authority to or on an owner, lessee, or occupier, shall be served :

- (A) By delivery of the same personally to the person required to be served, or, if such person is absent abroad or cannot be found, to his agent ; or
- (B) By leaving the same at the usual or last known place of abode of such person as aforesaid ; or
- (C) By post as a registered letter addressed to the usual or last known place of abode of such persons ; or
- (D) In the case of a notice required to be served on a local authority or corporate body or company, by delivering the same to their clerk or secretary or leaving the same at his office with some person employed there, or by post as a registered letter addressed to such clerk or secretary at his office.

The following is an extract from a Circular (Form 201 G.) issued by the Board of Education :—

An application to the Board to confirm an Order made by a Local Education Authority should be accompanied by the following documents :—

- (A) Two copies of the Order sealed with the seal of the Council authenticated in the usual manner, together with two unsealed copies for purposes of reference.
- (B) Two copies of the deposited plan of the land which it is proposed to acquire.
- (C) A certificate from the Clerk to the Council in the enclosed form together with the newspapers therein mentioned.
- (D) If the information has not previously been furnished a statement of the precise purpose for which the land is required.

APPENDIX V.

DRAFT BYE-LAWS.

SCHOOL ATTENDANCE.

DRAFT of Bye-laws made under Section 74 of the Education Act, 1870, as amended by the Education Acts, 1876—1918.

DEFINITIONS.

Bye-law 1.—In these Bye-laws :

The term “ District ” means the County Borough of Blackpool.

The term “ Child ” means any child up to the age when his parents cease to be under an obligation to cause him to receive efficient elementary instruction or to attend school under the enactments relating to education or any Bye-laws made thereunder residing in the district.

The term “ School ” means a certified efficient School.

The term “ Attendance ” means an attendance at a morning or afternoon meeting of the School.

The expression “ Local Education Authority ” means the Local Education Authority for the County Borough of Blackpool, acting for the time being under the Education Act, 1902.

CHILDREN TO ATTEND SCHOOL.

Bye-law 1.—The parent of every child of not less than five years nor more than fifteen years of age shall cause such child to attend School unless there is a reasonable excuse for non-attendance.

Provided that the Local Education Authority may grant exemption from the obligation to attend School to individual children between the ages of fourteen and fifteen for such time and upon such conditions as the Authority think fit where after due enquiry the circumstances seem to justify such an exemption.

N.B.—If a child who is attending or about to attend School attains any year of age during a School term, the child shall not, for the purpose of these Bye-laws, be deemed to have attained that year of age until the end of the term.

REASONABLE EXCUSES.

Any of the following reasons shall be a reasonable excuse, namely :—

(A) That a child is under efficient instruction in some other manner, but it will not be a defence to proceedings under the Education Act or these Bye-laws if a child is attending a school or institution providing efficient elementary instruction unless the school is open to inspection either by the Local Education Authority or by the Board of Education, and unless satisfactory registers are kept of the attendances of the scholars thereat.

(B) That the child has been prevented from attending school by sickness or any unavoidable cause.

(C) That there is no Public Elementary School which the child can attend within two miles, measured according to the nearest road, from the residence of such child, provided that, when a Local Education Authority provides a suitable means of conveyance for a child between a reasonable distance of his home and a Public Elementary School, such reason shall not be a reasonable excuse.

TIME OF ATTENDANCE.

Bye-law No 2.—The time during which every child shall attend school shall be the whole time which the school selected shall be open for the instruction of children of similar age.

PROVISO AS TO RELIGION.

Bye-law 3.—Provided always that nothing in these Bye-laws—

(A) Shall prevent the withdrawal of any child from any religious observance or instruction in religious subjects.

(B) Shall require any child to attend school on any day exclusively set apart for religious observance by the religious body to which its parents belong.

PENALTY.

Bye-law 4.—Every parent who shall not observe or shall neglect or violate these Bye-laws or any of them, shall upon conviction be liable to a penalty not exceeding with the costs twenty shillings for each offence.

REVOCATION.

Bye-law 5.—Any Bye-laws heretofore in force within the District are hereby revoked, so far as they affect such District, as from the day on which the present Bye-laws come into operation.

APPENDIX VI.

DRAFT of Bye-laws made under Sections 1 and 2 of the Employment of Children Act, 1903, as amended by Section 13 of the Education Act, 1918.

DEFINITIONS.

The expression "School" means a certified efficient School.

The expression "child" means a person under the age of fourteen years.

The expressions "employ" and "employment," used in reference to a child include employment in any labour exercised by way of trade or for the purpose of gain whether the gain be to the child or to any other person.

The expression "street-trading" includes the hawking of newspapers, matches, flowers, and other articles; playing, singing, or performing for profit; shoe-blackening, and any other like occupation carried on in the streets or public places.

The expression "Local Education Authority" means the Local Education Authority for the County Borough of Blackpool, acting for the time being under the Education Act, 1902.

The expression "district" means the County Borough of Blackpool.

REGULATIONS AND HOURS OF EMPLOYMENT.

Bye-law No. 1.—

(a) No child under 13 years of age may be employed.

(b) A child between the ages of 13 and 14 years may not be employed on any day before 7.0 a.m. or after 8.0 p.m.

(c) A child between the ages of 13 and 14 years may not be employed on any Sunday, except between the hours of 8 a.m. and 10 a.m.

(d) No child shall be employed on school days before school closes, nor for more than two hours between the close of school and 8.0 p.m. The hours of employment shall be so arranged that the child shall have an interval of not less than an hour between the close of school and the time at which employment begins.

(e) No child shall be employed on any week-day when school is not open for more than five hours, nor before 9.0 a.m. nor after 8.0 p.m. Provided that a child who is employed under Bye-law (2) in delivering milk or newspapers for one hour between 7 a.m. and 8.15 a.m. on school days may continue to be so employed on any day on which school is not open, so long as he is not employed for more than four hours between 9 a.m. and 8 p.m.

(f) In any week in which school is open for five days no child shall be employed for more than 17 hours.

In any week in which school is not open, no child shall be employed more than 32 hours.

The number of hours during which a child may be employed in any week in which school is open one day, but less than five days, shall not be more than the total found by allowing two hours for each day school is open, with two hours for Sunday and five hours for each week-day school is not open.

Bye-law 2.—A child between the ages of 13 and 14 years may be employed before school for not more than one hour in delivering newspapers or milk, subject to the following conditions :—

(A) No child shall be so employed before school unless within 30 days after these Bye-laws come into operation, or in the case of a child not so employed until after that date, within 14 days from the date when the employment begins, the child has obtained from the School Medical Officer a certificate showing that such employment will not be prejudicial to his health or physical development and will not render him unfit to obtain the proper benefit from his education, and this certificate has been produced to and endorsed by his employer. No charge shall be made for his certificate.

(B) No child employed before school opens shall be employed before 7-0 a.m. or after 8-15 a.m.

(C) No child who is authorised under this Bye-law to be employed before 9-0 a.m. shall be employed for more than one hour after school closes on any day when school is open.

Bye-law 3.—Employment under Bye-laws 1 and 2 in the occupations undermentioned shall be subject to the following conditions :—

Occupations :—

(1) Any shop, workshop, factory, trade, business, industry, or profession.

(2) Any place or institution for providing accommodation for visitors, or supplying visitors' necessities.

(3) Any place of entertainment, pleasure or amusement.

(4) Any work undertaken by the Corporation or other public bodies.

Conditions—

(1) The employer shall send a written notification to the Local Education Authority, stating his own name and address, and the name, address and date of birth of the child ; the occupation and the place at which the child is

employed; and the time at which such employment begins and ends. Such notice shall be sent before or, in the case of a child not so employed until after that date, within 24 hours after the employment begins.

(2) The Authority shall issue to each child in respect of whom such notice is given a card, called in the Bye-laws an "employment card," and after such card is issued, no such child shall be employed unless he has such card with him. He shall produce the card for inspection if and when required to do so by any authorised officer of the Authority.

(3) The Authority shall cause to be entered on the employment card of such child the name and address of the child and the times between which the employment of such child is permitted. The times so entered shall be such as the employer may choose, provided they are such as are allowed by the above Bye-laws. The times may be altered by the Authority from time to time on the application of the employer.

(4) No child to whom an employment card has been issued shall be employed except within the times entered by the Authority on the card.

(5) The employer shall keep fixed in a conspicuous position in the place in, or in connection with which the child is employed, a notice showing the precise times within which the child is employed on school days, on Sundays and on week-days when school is not open.

STREET TRADING.

GENERAL REGULATIONS AS TO STREET TRADING.

Bye-law 4.—

(A) No boy or girl under the age of 15 years shall be employed in or carry on street trading.

(B) No girl between the ages of 15 and 16 years, unless accompanying or assisting a parent or guardian bona-fide engaged in street trading, shall be employed in or carry on street trading.

(C) No person under the age of 16 years shall be employed in or carry on street trading after 7 o'clock in the evening between the first day of October and the thirty-first day of March inclusive, or after 8 o'clock in the evening between the first day of April and the thirtieth day of September, inclusive.

(D) No person under the age of 16 years shall be employed in, or carry on, street trading on Sunday.

(E) No person under the age of 16 years, engaged in, or carrying on street trading, shall enter any premises licensed for public entertainments or for the sale of intoxicating liquor for consumption on the premises for the purpose of trading or delivering goods.

(F) No licensed person shall, whilst trading in any street, tout or importune to the annoyance or obstruction of passengers.

REGULATIONS AS TO LICENCES.

LICENCES FOR STREET TRADING.

Bye-law 5.—

(A) No person under the age of 16 years shall be employed in, or carry on street trading unless furnished with a licence from the Local Education Authority.

(B) A license to engage in street trading shall not be refused by the Local Education Authority to any person between the ages of 15 and 16 applying for it, and not prohibited by Bye-law except on the ground that the applicant is by reason of physical or mental deficiency unfit to trade in the streets, or that he has not his parent's or guardian's consent to his being so employed.

(C) Every licence shall be granted to expire on the 30th day of April following.

(D) Every licensed person while trading in the streets shall wear, attached to his outer clothing, on his right arm above the elbow, in such a position and manner as to be at all times plainly and distinctly visible, a badge, which shall be provided by and remain the property of the Local Education Authority, and on which shall be engraved, impressed, painted, or marked in legible figures, a number corresponding with the number of the licence granted to such licensed person, and the words "Corporation of Blackpool."

(E) No charge shall be made by the Local Education Authority for any licence or badge. The Local Education Authority may, however, require from any licensed person supplied with a badge a deposit not exceeding sixpence, and shall refund such deposit on the return of such badge.

(F) The Local Education Authority may suspend or revoke any licence if the holder is convicted of any offence or commits any breach of these Bye-laws or in any way defaces, lends, or parts with his badge, or uses the licence as a cloak or excuse for begging, immorality, imposition, or any improper purpose, or fails to notify the Director of Education within fourteen days any change in the holder's place of residence, or fails to attend a continuation school regularly.

Bye-law 6.—Any Bye-laws made under the Employment of Children Act, 1903, and heretofore in force within the district are hereby revoked as far as they affect such district, from the day on which the present Bye-laws come into operation.

PENALTIES.

The Employment of Children Act, 1903, states :—

Section 3—

(4) A child shall not be employed to lift, carry, or move anything so heavy as to be likely to cause injury to the child.

(5) A child shall not be employed in any occupation likely to be injurious to his life, limb, health, or education, regard being had to his physical condition.

(6) If the Local Authority send to the employer of any child a certificate, signed by a registered medical practitioner, that the lifting, carrying or moving of any specified weight is likely to cause injury to the child, or that any specified occupation is likely to be injurious to the life, limb, health, or education of the child, the certificate shall be admissible as evidence in any subsequent proceedings against the employer in respect of the employment of the child.

Section 5.

(1) If any person employs a child or other person under the age of sixteen in contravention of this Act or of any Bye-law under this Act; he shall be liable on summary conviction to a fine not exceeding forty shillings or, in case of a second or subsequent offence, not exceeding five pounds.

(2) If any parent or guardian of a child or other person under the age of sixteen has conducted to the commission of the alleged offence by wilful default, or by habitually neglecting to exercise due care, he shall be liable on summary conviction to the like fine.

(3) If any person under the age of sixteen contravenes the provisions of any Bye-law as to Street Trading made under this Act, he shall be liable on summary conviction to a fine not exceeding twenty shillings, and, in case of a second or subsequent offence, if a child, to be sent to an industrial school, and, if not a child, to a fine not exceeding five pounds.

Section 6.

(1) Where the offence of taking a child into employment in contravention of this Act is in fact committed by an agent or workman of the employer, such agent or workman shall be liable to a penalty as if he were the employer.

(2) Where a child is taken into employment in contravention of this Act on the production, by or with the privity of the parent, of a false or forged certificate, or on the false representation of his parent that the child is of an age at which such employment is not in contravention of this Act, that parent shall be liable to a penalty not exceeding forty shillings.

(3) Where an employer is charged with any offence under this Act, he shall be entitled upon information duly laid by him, to have any other person whom he charges as the actual offender brought before the court at the time appointed for hearing the charge, and if, after the commission of the offence has been proved, the court is satisfied that the employer had used due diligence to comply with the provisions of the Act, and that the other person had committed the offence in question without the employer's knowledge, consent or connivance, the other person shall be summarily convicted of the offence and the employer shall be exempt from any fine.

(4) When it is made to appear to the satisfaction of an Inspector or other Officer charged with the enforcement of this Act, at the time of discovering the offence, that the employer had used all due diligence to enforce compliance with this Act, and also by what person the offence had been committed, and also that it had been committed without the knowledge, consent or connivance of the employer and in contravention of his order, then the Inspector or Officer shall proceed against the person whom he believes to be the actual offender in the first instance, without first proceeding against the employer.

Section 8.

If it appear to any justice of the peace, on the complaint of an officer of the local authority acting under this Act, that there is reasonable cause to believe that a child is employed in contravention of this Act in any place, whether a building or not, such justice may by order under his hand empower an officer of the local authority to enter such place at any reasonable time within forty-eight hours from the date of the order, and examine such place and any person therein touching the employment of any child therein.

Any person refusing admission to an officer authorised by an order under this section, or obstructing him in the discharge of his duty, shall for each offence be liable on summary conviction to a penalty not exceeding twenty pounds.

The Prevention of Cruelty to Children Act, 1904, as amended
by Section 13 (2) of the Education Act, 1918, states :—
Section 2.

If any person

(b) causes or procures any child, being a boy under the age of fourteen years, or being a girl under the age of 16 years, or, having the custody, charge or care of any such child, allows that child to be in any street or in any premises licensed for the sale of any intoxicating liquor, other than premises licensed according to law for public entertainments, for the purpose of singing, playing or performing, or being exhibited for profit, or offering anything for sale, between eight p.m. and six a.m. ; or

(c) causes or procures any child under the age of 12 years, or having the custody, charge or care of any such child, allows that child to be at any time in any street, or in any premises licensed for the sale of any intoxicating liquor, or in premises licensed according to law for public entertainments, or in any circus or other place of public amusement to which the public are admitted by payment, for the purpose of singing, playing or performing, or being exhibited for profit, or offering anything for sale ; or

(d) causes or procures any child under the age of 16 years, or, having the custody, charge or care of any such child, allows that child to be in any place for the purpose of being trained as an acrobat, contortionist, or circus performer, or of being trained for any exhibition or performance which in its nature is dangerous ;

that person shall, on summary conviction, be liable, at the discretion of the court to a fine not exceeding twenty-five pounds, or alternatively, or in default of payment of such fine, or in addition thereto, to imprisonment, with or without hard labour, for any term not exceeding three months.

Provided that :—

(i) This section shall not apply in the case of any occasional sale or entertainment, the net proceeds of which are wholly applied for the benefit of any school or to any charitable object, if such sale or entertainment is held elsewhere than in premises which are licensed for the sale of any intoxicating liquor, but not licensed according to law for public entertainments, or if, in the case of a sale or entertainments held in any such premises as aforesaid, a special exemption from the provisions of this section has been granted in writing under the hands of two justices of the peace.

Section 16 of the Education Act, 1918, states :—

If any person

(b) having received notice of any prohibition or restriction as to the employment of a child issued by a local education authority under this Act, employs a child in such a manner as to contravene the prohibition or restriction,

he shall be deemed to have employed the child or young person in contravention of the Employment of Children Act, 1903, and sub-sections (1) and (2) of section five and section six and section eight of that Act, shall apply accordingly as if they were herein re-enacted and in terms made applicable to children and young persons within the meaning of this Act as well as to children within the meaning of that Act.

Section 15 (2) of the Education Act, 1918, states :—

(2) It shall be the duty of the employer and the parent of any child who is in employment, if required by the local education authority, to furnish to the authority such information as to his employment as the authority may require, and, if the parent or employer fails to comply with any requirement of the local education authority or wilfully gives false information as to the employment, he shall be liable on summary conviction to a fine not exceeding forty shillings.

APPENDIX VII.

Regulations for the Employment of Children in Entertainments under Section 3 of the Prevention of Cruelty to Children Act, 1904, as amended by the Education Act, 1918.

APPLICATION FOR A LICENCE.

1. A parent or guardian of a child who wishes to obtain a licence to take part in an entertainment or series of entertainments must obtain a certificate from the School Medical Officer that the child may be employed in the manner proposed without prejudice to his or her health or physical development, and that the employment will not render the child unfit to obtain the proper benefit from his or her education.

2. A report from the Head Master or Head Mistress of the last school attended must be obtained, as to the child's educational attainments. (If the child has not attended a school, a report should be obtained from the last teacher of the child).

3. The following papers should be forwarded to the Director of Education—

- (A) The School Medical Officer's Report.
- (B) The Report of the Head Master or Head Mistress.
- (C) A birth certificate or other evidence of the age of the child.
- (D) Two identical prints (unmounted if possible) of a photograph of the child taken within the last six months.
- (E) A statement that the parent or guardian wishes to apply for a licence.

4. On receipt of the above documents by the Director of Education a form of application for a licence will be supplied from the Education Office. This form should be filed up by the parent or guardian and also by the employer of the child.

5. The application form should be returned so that it may be in the hands of the Director of Education, duly completed, not less than fourteen days before the licence is required.

SOME CONDITIONS UNDER WHICH A LICENCE WILL BE GRANTED.

1. A licence will only be granted for use in connection with a place of entertainment which is approved for the purpose by the Local Education Authority, and in determining whether such approval shall be given, the Authority will have regard to the provision of proper dressing rooms, exclusively allocated to the children to be employed and generally to the health, comfort and moral protection of the children.

2. The child (if not living with his (her) parent or other person in loco parentis) shall not be employed unless he (she) is in the care of a Matron, Governess, or other fit person who shall be responsible for his (her) welfare, and shall accompany him (her) to and from the place of entertainment, and shall be the medium through whom any communications, written or otherwise, to him (her) at the place of entertainment shall be made. Such person must be approved by the Local Education Authority.

The child, if living with his (her) parent or other person in loco parentis shall be accompanied home from the place of entertainment by some fit person.

3. The child shall leave the place of entertainment not later than fifteen minutes after the end of his (her) part in the entertainment, but in any case not later than 10 p.m.

4. If the child is not living with his (her) parent or other person in loco parentis he (she) shall not be employed on any day unless he (she) is living under conditions and in premises approved by the Local Education Authority and the Authority may attach such reasonable terms for their approval as they think fit.

5. The child shall not without the permission of the Local Education Authority or such officer of that Authority as the Authority appoint, take part in an entertainment during any school term on any other day than Saturday unless he (she) has made two attendances on that day at a school approved for the purpose by the Authority or has been receiving education from a teacher approved for the purpose by the Authority granting this licence in accordance with a time-table similarly approved.

6. The person in charge of the child shall keep such records of the scheme of work on which he (she) is engaged at school or of attendances and work done at school as may be required by the Board of Education, and these records shall be produced if required to the Local Education Authority or to the teacher of a school which a child attends.

7. After the first medical examination the child shall be submitted to medical examination by the School Medical Officer at such intervals as the Local Education Authority may require in each individual case.

8. The child shall be granted such holidays during the currency of the licence as the Local Education Authority may specify at the time of grant.

GRANT OF A LICENCE.

1. If a licence is granted by the Local Education Authority it shall be in the form and subject to the restrictions and conditions specified by the Board of Education in their Employment of Children in Entertainments Rules, 1920. The licence will be granted only for the period specified therein.

2. The licence will be granted only for a limited period which will be fixed when the licence is granted.

3. One of the two prints sent in when making application for a licence will be attached to the licence.

4. The licence must be produced at the place of entertainment at all reasonable hours when required by an authorised officer of the Local Education Authority.

VARIATION OF OR ADDITION TO A LICENCE.

1. An application for a variation of, or addition to, a licence shall be made in writing to the Director of Education if the licence takes effect or is about to take effect in the area of the Blackpool Local Education Authority.

2. The application shall state the grounds on which the variation or addition is desired.

3. No addition to, or variation of, a licence shall be made which renders the licence inconsistent with the provisions contained in the Employment of Children in Entertainments Rules, 1920, made by the Board of Education as to restrictions and the conditions subject to which a licence may be granted.

NOTICE FROM A CHILD ALREADY HOLDING A LICENCE.

The holder of a licence which has been granted by an Authority other than the Blackpool Local Education Authority must send the following information to the Director of Education at least seven days before the child takes part in any entertainment or series of entertainments:—

(1) Particulars of the licence.

(2) Place of entertainment where the child is to be employed.

(3) Address of house where the child and the matron or other person in charge will lodge, with name of householder.

(4) Dates and hours of entertainment.

(5) Time for which the child will be on the stage, and, if the times are not consecutive, duration of intervals.

(6) Name and description of matron or other person in charge of the child.

(7) Proposed manner in which the child will be educated while employed in Blackpool. If not at a Public Elementary School, particulars must be given of the arrangements.

APPENDIX VIII.

SYLLABUSES OF THE PRELIMINARY COURSES
OF THE
UNION OF LANCASHIRE AND CHESHIRE INSTITUTES.

PRELIMINARY TECHNICAL COURSES.

PRACTICAL MATHEMATICS AND DRAWING.

PART I.

(A) Practical Mathematics and Practical Drawing should be taught as one subject by the same teacher. The separate syllabuses have been revised and combined into one. As far as possible, calculation and drawing should go hand in hand. Mathematical problems should be considered from the arithmetical, algebraical and geometrical points of view.

(B) Two papers will be set for the examination, one having a practical mathematical bias on one evening, and the other a practical drawing bias on another evening.

A.—LENGTH.

1. Measurement of straight lines. Drawing straight lines to a given length. British and metric measures of length; units; comparison of units. Addition, subtraction, multiplication, and division of lengths. Revision of processes in vulgar and decimal fractions. Algebraic application; positive and negative quantities (money transactions, temperatures, etc.); brackets; substitution of arithmetical values.

2. Scale drawing as a fractional exercise. (Note.—Construction of scales not required.) Use of scales and determination of real distances on plans, maps, etc.

3. Use and care of instruments.—Straight edge, T square, simple measuring scales, callipers; necessity for accuracy in drawing, workshop practice and calculations. Average length; error; percentage error and percentages generally. The use of rough tests of accuracy.

4. Curved and irregular lines; the circle; $c=2\pi r$; experimental work to determine the value, of π , e.g., by use of tracing paper, "stepping off," wrapping paper round a cylinder, etc. Use of formulæ. Simple exercises on: speeds of pulleys and belts (neglecting slip); time and distance; velocity, $S=VT$; simple graphical work.

5. Miscellaneous calculations involving the application of the above principles and formulæ.

B.—DIRECTION.

1. Angular measurement.—Illustrations by a circle with two diameters at right angles; angles formed by difference in direction; a circle drawn on paper and showing one radius, then covered with a piece of tracing paper pinned through the centre of the circle, the radius traced, and the tracing paper rotated, hence the definition of an angle by the rotation of a line; other methods. Use of compasses, protractor, set squares. Importance of neatness and accuracy in drawing. Mechanical drawing of lines parallel and perpendicular to one another.

2. Measurement and construction of angles. Radius, diameter and chord of a circle; bisection of lines and angles; to find the centre of a circle. Angle in a semi-circle. Tangents at any point on the circumference or from a point outside the circle.

3. Simple properties of parallel straight lines. Construction of parallel straight lines geometrically.

4. Any two sides of a triangle are together greater than the third. The sum of the angles in a triangle. The relation of the exterior angle of a triangle to the two interior opposite angles. Construction of triangles in simple cases.

C.—AREA.

1. Construction and measurement of areas, of rectangles and squares. The use of tracing paper and squared paper. British and metric square measures; units; comparison of units. Rough tests of accuracy. Square root. The theorem of Pythagoras. Algebraic application; algebraic processes to find perimeter and area; easy equations. Substitution of numerical quantities in algebraic expressions.

2. The parallelogram and its equivalent rectangle. The diagonal of a parallelogram divides it into two equal triangles the area of a triangle: Parallelograms on equal bases and between the same parallels.

3. The area of a circle. Construction of regular hexagon and octagon.

4. Problems involving the application of the above principles and formulæ.

D.—VOLUME.

1. Rectangular and triangular prisms and the cylinder standing on one end; their development, plan, elevation, surface and volume. (Note.—The examination questions will not involve the position of points relative to co-ordinate planes.)

2. British and metric cubic measures; units; comparisons of units. Calculation of weight from weight of unit volume. Algebraic application.

3. Problems involving the application of the above principles and formulæ.

4. Freehand sketches with approximate dimensions of simple geometrical models and objects. (Note.—The examination test in this section will be a drawing from memory.)

NOTE.—Some teachers, claiming that the study of orthographic projection, area and volume should be introduced at an early stage and not relegated entirely to the last part of the session, have successfully taught area and volume in the following order—Square and cube; rectangle, square prism and rectangular prism; triangle and triangular prism; circle and cylinder.

PRACTICAL MATHEMATICS.

PART II.

(A) Practical Mathematics and Practical Drawing should, where possible, be taught as one subject and by the same teacher. Where possible, mathematical rules or problems should be considered from the arithmetical, the algebraical, and the geometrical points of view. In the elucidation of a problem, calculation and drawing should always when possible go hand in hand. In the examination, drawings may be asked for in the paper on Practical Mathematics, and calculations may be set in the paper on Practical Drawing.

(B) The work done in class should as far as possible be based upon the students' own drawings and measurements of actual objects. Students should be provided with a 12in. rule (graduated in the ordinary way as well as in centimetres), compasses T-square, set squares, protractor, and callipers. Simple geometrical models and objects, e.g., cone, square prism, hexagonal prism, triangular prism, cylinder, sphere, etc., will be found convenient. A supply of simple machine parts will also be useful.

(C) In the examination only those rules and topics which are of real importance to the technical student will be dealt with. A knowledge of British weights and measures which are not in common use will not be required. The questions in algebra will as a general rule be such as are of direct use in solving geometrical, scientific, and technical problems. In Geometry experimental illustrations rather than deductive proofs will for the most part be looked for.

1. DECIMALS.—Revision of the four rules; comparison of British and metric measures; averages and easy methods of approximation; degrees of accuracy.

2. VULGAR FRACTIONS.—Revision of the four rules; reduction of vulgar to decimal fractions and vice versa; expressing one quantity as the fraction of another; ratio; percentages.

3. AREAS.—Units of area; areas of plane rectilinear figures, rectangles, triangles, and quadrilaterals; relation between the sides of a right-angled triangle; areas of plane figures by triangle methods; areas of circles and curved surface of cylinder; problems on perimeters and areas, with practical applications.

4. **POWERS AND ROOTS.**—Squares and cubes ; meaning of the terms “ Power,” “ Index,” ; exercises in finding the square roots of arithmetical quantities.

5. **ALGEBRA.**—Substitution of arithmetical values in mensuration, physical and other scientific formulæ ; meaning and use of the signs + and — ; addition, subtraction, multiplication, and division ; use of brackets ; the formulæ

$$(x+a)(x+b)=x^2+x(a+b)+ab.$$

$$(x+a)(x-b)=x^2+x(a-b)-ab.$$

$$(x+a)^2=x^2+2ax+a^2.$$

$$(x+a)(x-a)=x^2-a^2.$$

with their applications ; easy fractions ; simple equations of one unknown quantity and problems producing them.

6. **GRAPHS.**—Graphs ; the use of squared paper ; x axis y axis, representation of pairs of numbers by points ; finding x and y values of a simple equation and plotting values obtained ; plotting from a table of values ; simple problems worked by graphs.

7. **VOLUME.**—Units of volume ; measurement and calculations of regular rectangular solids, and cylinder, and cone with practical applications ; weight and cost of solids of regular form.

NOTE.—Algebra should not be treated as a separate subject, but the algebraic method should be introduced as far as possible in dealing with each section of this syllabus.

PRACTICAL DRAWING.

PART II.

(A) Drawing, in the Preliminary Technical Course, serves three purposes. Firstly, the students acquire a knowledge of the more important geometrical facts and relations ; secondly they obtain some facility in the use of instruments and the commoner constructions of plane geometry ; thirdly, they learn how to represent a solid object on a flat surface. The first aim is more important in the Part I., the third aim in the Part II., and the second aim should be kept in view in both parts.

(B) Too much attention should not be paid to the representation of geometrical solids and objects in unusual positions, or to sections which rarely, if ever, occur in practice. The teacher should aim at training his students to make and to read simple working drawings such as they will meet within the textbooks used in technical schools. They should learn to choose suitable scales ; to build up views round centre-lines in all appropriate cases ; to project views correctly from one another ;

and to clean up the drawings. Actual objects should be used wherever possible in preference to flat copies, and the drawings should be dimensioned.

The work should consist of the necessary revision of the sections enumerated in Part I., together with the following:—

1. Use of straight edge, try-square, plumb-line, and spirit-level.

2. SIMILAR FIGURES.—Simple properties of similar triangles; division of lines in a given ratio; solution of problems in direct proportion by means of parallel lines.

3. SOLIDS AND SOLID GEOMETRY.—The elementary principles of orthographic projection; plans and elevations of simple solids and objects; sections by planes parallel to one plane of projection.

4. ISOMETRIC AND OBLIQUE DRAWING.—Isometric and oblique views of simple solids and objects.

5. SKETCHING.—Freehand sketching of objects in orthographic projection on squared paper, and pictorial views on plain paper. (Note.—The examination test in this subject will be a drawing from memory.)

SCIENCE.

PART I.

NOTE.—The course should be treated entirely from an experimental point of view, and should be fully illustrated by means of simple experiments. Students should be taught to make sketches, whenever possible, of the apparatus used. The British system of weights and measures should be used as freely as the metric system.

1. MEASUREMENT: (A) Length.—Standard units of length, the yard and the metre, and their sub-divisions. Comparison of the British and Metric units of length by actual measurements. The care necessary in making measurements so that they shall be reasonably accurate. Determination of the ratio of the circumference of a circle to the diameter by the actual measurement of discs or cylinders.

(B) Area.—Determination of the area of a parallelogram and of a triangle by cutting them up and rearranging the parts so as to form rectangles. Determination of the area of a circle by dividing it into triangles.

(C) Volume.—Determination of the volumes of rectangular solids and cylinders by measurement and calculation. The results should be checked, where possible, by means of a graduated cylinder or burette. Determination of the volume of an irregular solid by displacement of water.

2. **MECHANICS.**—Units of weight and their sub-divisions. The ordinary balance and how it should be used. Relation between the British and metric units by actually weighing 1lb. or 1oz. in grams. Comparison of the extension of a spring with the weight producing it, leading up to the spring balance. Comparison of British and metric units by weighing a number of kilograms with a spring balance graduated in lbs. The use of the ordinary and spring balances in determining the weight of unit volume of rectangular and cylindrical solids of different materials. Exercises which will bring out the practical use of a knowledge of the weight of unit volume of a substance.

3. **HEAT.**—Illustrations of the effect of heat on the different forms of matter ; three forms of matter ; expansion ; melting and boiling points ; temperature ; use of thermometer ; distinction between heat and temperature ; solubility ; water as a solvent.

PART II.

NOTE.—(A) It is strongly recommended that each student shall have the opportunity of personally performing most of the experiments necessary for the proper treatment of the work set forth in the following syllabus. Sketches of apparatus, etc., are essential. The British system of weights and measures should be used as freely as the metric system.

A.—MECHANICS.

1. Simple explanation of force.
2. Extension of a spiral spring ; spring balance.
3. Use of a spring balance to investigate action of a force or forces on a rigid body (A) free to move, (B) fixed at one point but free to turn.
4. Moments and parallel forces ; the ordinary balance ; the lever.

B.—HYDROSTATICS.

5. Use of balance of any kind to determine density of a liquid ; relative density and specific gravity.
6. Floating bodies ; displacement ; principle of Archimedes.
7. General properties of liquids and gases ; fluid pressure.
8. Weight of air ; the barometer, the water gauge or manometer.
9. The pump and syphon.

C.—HEAT.

10. Effects of heat on matter, three states ; melting point and boiling water.
11. Temperature and its measurement.
12. Conduction, convection, radiation and their applications ; the miner's lamp.
- 13.—Evaporation and condensation.

D.—CHEMISTRY.

14. Other effects of heat ; rusting and burning.
15. Nature of combustion in air.
16. Flame.
17. Slow and rapid combustion ; explosion.
18. Respiration ; ventilation.

NOTE.—Questions will be set in each section of the syllabus and there will be a choice of questions in each section.

PRELIMINARY COMMERCIAL COURSES.

(A) The First and Second Year courses are arranged to cover that common groundwork of knowledge which all commercial students ought to possess before being allowed to specialise in accordance with their particular requirements. The Certificate in Part II. is regarded as qualifying students to pass on to studies of a more advanced character.

(B) The First and Second Year Courses are intended for evening students from about 14 to 16 years of age. As a rule it will probably be necessary for students to occupy two years over the courses. Students, however, who may have reached at an Elementary School a somewhat higher standard than the ordinary leaving attainments, may proceed straight to the Second Year Course, whilst the whole of the course might be omitted by students who have remained at a higher elementary school or secondary school until about 16 years of age, if they have been diligent in their studies and have made satisfactory progress.

PART I.**SUBJECTS—****Obligatory—**

Arithmetic and Accounts.

English and Commercial Correspondence.

Optional—

Geography.

Shorthand.

A Modern Language—

either French, or German, or Spanish.

NOTE.—It is suggested that two hours per week be given to English and Commercial Correspondence, and two hours per week to Arithmetic and Accounts. The other two hours per week—which will make up the normal course—should be devoted to the additional subject or subjects.

In order to pass the Course in Part I., candidates must qualify in the obligatory subjects and in one of the optional subjects. Candidates may not be entered for more than two of the optional subjects.

PART II.

NOTE.—The examination for Part II. will include the Course in Part I.

SUBJECTS.

Obligatory—

Arithmetic and Accounts.

English and Commercial Correspondence.

Optional—

Geography.

Shorthand.

A Modern Language—

either French, or German, or Spanish.

NOTE.—It is suggested that two hours per week be given to English and Commercial Correspondence and two hours per week to Arithmetic and Accounts. The other two hours per week—which will make up the normal course—should be devoted to the additional subject or subjects.

In order to pass the Course in Part II., candidates must qualify in the obligatory subjects and in one of the optional subjects. Candidates may not be entered for more than two of the optional subjects. .

PRELIMINARY DOMESTIC COURSES.

(A) HOUSEHOLD MANAGEMENT AND LAWS OF HEALTH
AND (B) DOMESTIC ECONOMY.

(A) The aim of the Course is to familiarise the student as far as time allows with good methods of performing the routine work of a house. The importance of the duties of the home maker, and the far-reaching effects of her influence, should be emphasised.

(B) In every case the teaching should be applied to local conditions and to the home of the students. As far as possible, practical work, in which all the students may participate, should be introduced frequently during the course, and experimental work and the use of illustrations and diagrams, many of which may be home-made, should be a feature of the teaching throughout.

(C) When selecting the form of the illustrative work, great care should be taken to leave the desired impression on the mind of the student, otherwise much time may be wasted and the lesson may prove to be not only somewhat artificial in character but actually misleading.

(D) The lessons on Household Management and Domestic Economy should, if possible, be given in rooms where practical work may be carried out.

2.—HOUSEHOLD MANAGEMENT AND LAWS OF HEALTH.

PART I.

1. **CONDITIONS NEEDED FOR HEALTHY HOMES.**—Value of fresh air, light, and cleanliness ; removal of waste and impurities ; sanitary conveniences ; ventilation and simple methods of obtaining it.

2. **WATER.**—Drinking water ; effects of impure and insufficient water ; softening of water for domestic purposes.

3. **METHOD IN HOUSEHOLD WORK.**—Daily and weekly duties ; household cleaning.

4. **METHOD OF KEEPING HOUSEHOLD ACCOUNTS.**—Making out bills and receipts ; economies in household supplies ; how to send money through the post ; postal orders and money orders.

5. **PRINCIPLES OF CLOTHING FOR CHILDREN AND ADULTS.**—The advantages and disadvantages of the chief clothing materials ; effects of tight clothing ; hints on the purchase and care of clothing ; dangers of many kinds of flannelette ; removal of grease, paint, fruit, and ink stains.

6.—**PERSONAL CLEANLINESS.**—Importance of this as regards body, clothes and surroundings ; care of hair, teeth, and nails.

7.—**First aid.**—The treatment of burns, scalds, cuts and bruises.

PART II.

The first year course, together with the following :—

1. **HOME ECONOMIES.**—Division of income ; cash payments ; disadvantage of payments by instalments.

2. **SUITABLE FOOD AND DRINK.**—Nourishment and economy.

3. **TREATMENT OF HOUSEHOLD PESTS.**

4. **CARE OF INFANTS AND YOUNG CHILDREN.**

5. **TREATMENT OF SIMPLE COMMON AILMENTS**, e.g., coughs, colds, sore throats, headache, toothache, etc.

3.—DOMESTIC ECONOMY.

1. **CHOICE OF A HOUSE.**—What to look for :—

(A) **Outside.**—Neighbourhood, aspect, soil.

(B) **Inside.**—Dry floors and walls, number and size of rooms, sanitary arrangements, fire places.

2. **VENTILATION.**—Necessity for fresh air—in health, in sickness ; results of bad air ; simple means for obtaining a supply of fresh air.

3. WASTE MATTERS.—Sinks, drains, animal refuse, kitchen refuse.

4. SIMPLE CLASSIFICATION OF FOODS.—Uses of different food stuffs ; good and bad habits in eating and drinking.

5. DIETS.—Infant, youth, mature growth, old age, sickness, health.

6.—CLOTHING.—Object, properties, errors, choice, care, hints on buying.

7. PERSONAL CLEANLINESS.—Structure of the skin, perspiration, result of want of cleanliness, daily ablution, feet, hair, teeth, nails.

8.—DOMESTIC CLEANING.—Daily and weekly work of bed-rooms, sitting room, kitchen, hall ; cleaning and care of stone steps, tiles, flags ; washing of oilcloth and linoleum.

9. MONEY.—Advantages and method of keeping simple accounts ; savings ; clubs ; insurance ; rent.

10. Elementary outlines of digestion.

11. CARE OF INFANTS AND CHILDREN.—Preparation of food ; washing bottles ; sleep ; bathing ; exercise.

12. ALCOHOL AND ITS EFFECT ON (A) digestion ; (B) circulation, (C) temperature of body, (D) nervous system.

13. WHAT TO DO IN CASE OF FIRE.—Simple remedies for ordinary accidents and ailments—burn, scald, cut finger, sprain, sore throat, fainting, etc.

APPENDIX IX.

INSTRUCTIONS OF THE MEDICAL OFFICER OF HEALTH with regard to INFECTIOUS DISEASE AND SCHOOL ATTENDANCE.

Persons suffering from, or in contact with, Infectious Disease are to be excluded from school until the expiration of the periods mentioned below:—

SCARLET FEVER.

1. Patients: (a) Hospital cases, two weeks after discharge; (b) Home cases, two weeks after disinfection.
2. Contacts: (a) Hospital cases, two weeks after removal to hospital; (b) Home cases, two weeks after disinfection.

DIPHTHERIA.

1. Patients: (a) Hospital cases, four weeks after discharge; (b) Home cases, four weeks after disinfection.
2. Contacts: (a) Hospital cases, two weeks after removal to hospital; (b) Home cases, four weeks after disinfection.

ENTERIC FEVER AND ERYSIPELAS.

Contacts need not be excluded from School.

MEASLES.

1. Patients: Four weeks from onset.
2. Contacts: (a) Infant scholars, three weeks from onset of last case; (b) Other scholars, (1) if had measles, not to be excluded; (2) If not had Measles, three weeks after onset of last case.

WHOOPIING COUGH.

Patients: Six weeks, or as long as cough continues;

Contacts: (a) Infant Scholars, same period as patient; (b) Other Scholars: (1) If had Whooping Cough, not to be excluded; (2) If not had Whooping Cough, same period as patient.

MUMPS.

Patients: Three weeks.

Contacts: Not to be excluded.

CHICKEN-POX.

Patients: Three weeks, or until all scabs have disappeared.

Contacts: (a) Infant Scholars, same period as patient; (b) Other Scholars, not to be excluded.

The above periods are liable to alteration in individual cases on instructions from the Medical Officer of Health.

E. W. REES JONES, M.D., D.P.H.,

Medical Officer of Health.

APPENDIX X.

SUGGESTIONS FOR THE GIVING OF RELIGIOUS INSTRUCTION IN COUNCIL SCHOOLS.

INTRODUCTION.

The greatest object teachers should have before them in their work for the benefit of children under their care, is to train them so that as they grow in years they may develop into real Christian men and women.

The personal influence of the teacher is of supreme importance in endeavouring to attain this object, and on account of this it may not be advisable to have a hard and fast syllabus of work which must be followed line for line in each school. There should be some latitude allowed to the Headmaster or Mistress of each school in preparing their scheme of work in Religious Instruction, just as this is allowed now by the Board of Education for subjects of Secular Instruction.

Although absolute uniformity of treatment may not be desirable there must be some general concensus of opinion as to the broad lines which the Religious Instruction must take, especially in view of the fact that children do not remain in one school during the whole of their childhood and the following "Suggestions" are given to aid in securing an approach to uniformity without insisting upon this being absolute.

The foundation of all Religious Instruction must be the Bible, and children should be taught to appreciate the beautiful stories and eloquence of the language of this, the greatest of all Books. An endeavour should be made to inculcate a love for the Bible so that it will be a delight to the children, and ultimately prove a guide and solace in later years.

Each teacher may have a different method of dealing with the subject to excite the interest of the children, so that the Bible may be regarded not as a Sunday book only, but as a treasure-house of beautiful stories, through all of which they will surely come to see with increasing clearness a noble teaching and a divine purpose personal to themselves, and finding response in all that is best and truest in their own hearts.

RELIGIOUS INSTRUCTION OF INFANTS.

For the infants, story-telling or story-reading must take the place of children reading the Bible for themselves.

Some may wish to select stories of children in the Bible. Little ones love to hear about other children, and the fact that the hero of the story is near their own age quickens the reality and personal interest of the story. The story of the baby Moses being hidden among the bulrushes, or of little Samuel being taken to the Chief Priest and left there, his loving mother bringing him a coat each year, may be noted as illustrations.

Others may select some other line of approach with equally good results.

The use of suitable pictures is one of great benefit to the infants, as the impressions received through the eye assist impressions received by the ear.

Children of the age here considered are of an imaginative turn of mind, and this should be borne in mind in the selection of Bible stories for them.

The activities of the children may be associated with the Religious Instruction just as it is in the case of secular subjects. Clay or plasticine modelling or other forms of handwork may be made use of very beneficially. Dramatic representation of Scripture scenes or events if adopted should be restricted to young children.

The texts selected for memory work should be such as the children can understand, while the hymns selected should be very carefully chosen, bearing in mind the relatively strong imaginative powers of children of such tender years.

The Scripture lesson should always be made as attractive as possible, and in the earliest years an effort should be made to develop the idea of God as the Father of all, as the Maker of everything, and as the One who cares for each single child with a greater love than it is possible for any earthly father or mother to possess.

RELIGIOUS INSTRUCTION OF JUNIORS.

The methods of instruction adopted in the Infants' classes may be continued, but as children reach the age at which they can read, a commencement should be made to read the stories in the actual words of the Bible itself.

The best use of the Bible is not made if children are instructed to commence at the beginning of Genesis and read verse by verse to the last chapter of the Book of Revelations. Judicious selections should be made, and as the children advance in years they should be trained to appreciate the beauty of the modes of expression of some of the fine literary jewels contained therein. It is not wise always to be pointing out the moral of stories, but the teacher should endeavour to develop such an atmosphere in the Scripture lesson that insensibly the finest truths of the Christian religion permeate the ideas and character of the children.

Pictures illustrating geographical character, scenery, and human life in Bible lands will supply material for building up in the minds of the children an image of the scene through which the narratives run and on which the understanding of the story, metaphor and parable so largely depends.

The idea of the loving nature of God should be further developed together with that of the beautiful pattern of the pure, sinless, and self-sacrificing nature of Jesus Christ in such a way that children will learn to trust God and to strive to follow in the footsteps of Christ as real Christians.

RELIGIOUS INSTRUCTION OF OLDER CHILDREN.

When the upper classes are reached, the children will be better able to grasp the main ideas running through the Bible stories.

The Bible narrative should be considered as the progressive revelation of God to man. As the children grow in years, they can appreciate the interconnection of the parts of the whole.

They should be led to value the sacred Book with its infinite variety of poems, narratives, histories and prophecies as records of the development from the trust in Jehovah by the Israelites as their God, to the idea of St. Paul of God as a God in whom all men live and move and have their being.

Reference may be made to the history of the ancient empires of the world as affecting the work of training Israel as God's witnesses in the world, and any illustrations from contemporary records, whether in writing, or monumental, may be used to give interest to the study.

At this stage the tracing of the main lines of the Old Testament story, of the life and work on earth of Jesus Christ, and the story of the growth and development of the Christian Church as gathered from the Book of the Acts of the Apostles with some of the Epistles, may be made of great service in assisting these children to see wherein the Bible differs from ordinary books. Although written at various times and by various authors, yet there is a unity of purpose throughout.

It is in the highest classes of all where a splendid opportunity is given to the really earnest teachers to do some of the finest work possible to them during the whole of their life, that of developing a love and reverence for the Bible in the minds of the children under their care, and of inculcating a really earnest desire to become good and true men and women—men and women who do what is good and right because they have been trained to love what is good and right.

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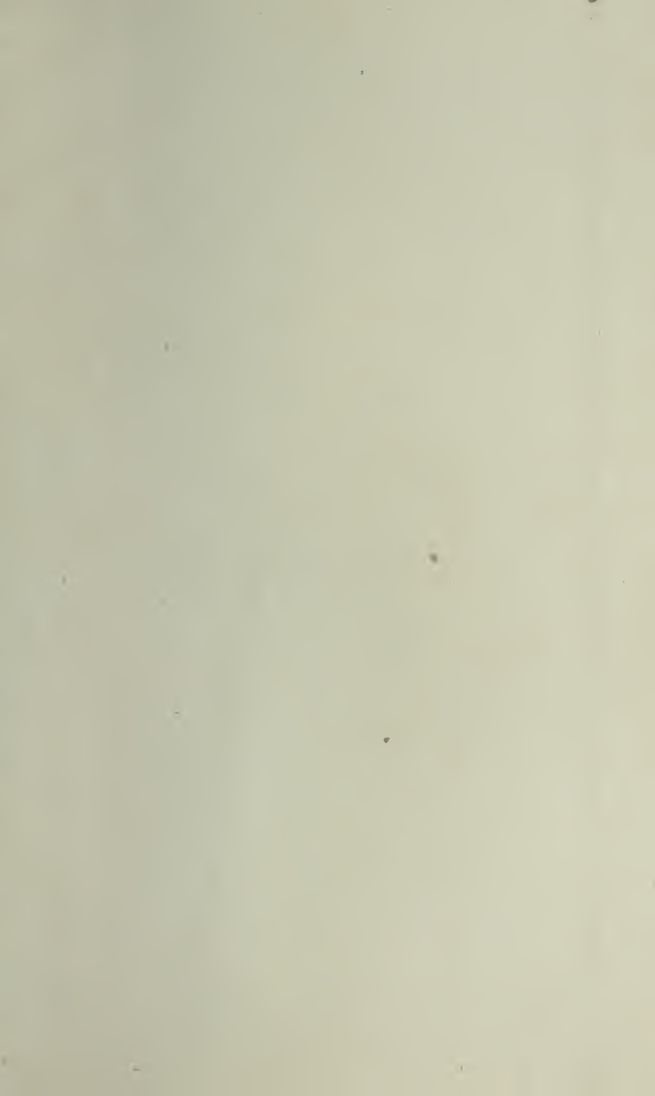
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